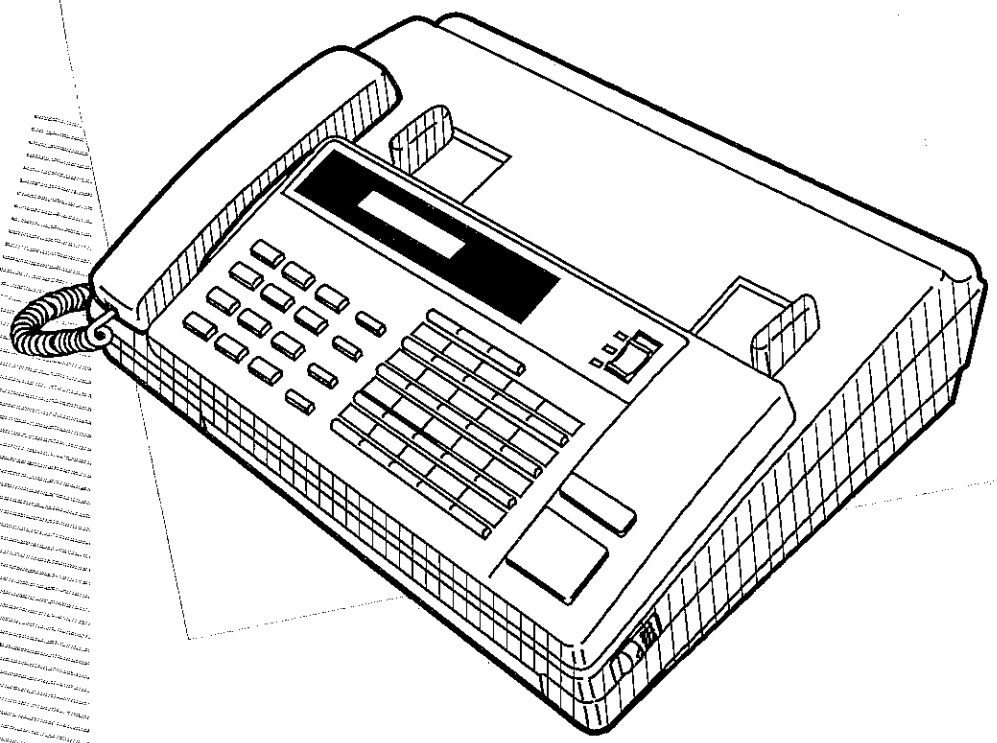
SHARP®

FACSIMILE

MODEL

FO-130/226

OPERATION MANUAL



ENGLISH

CAUTION:

For a complete electrical disconnection pull out the mains plug.

VORSICHT:

Zur vollständigen electrischen Trennung vom Netz den Netzstecker ziehen.

ATTENTION:

Pour obtenir une mise hors – circuit tolate, débrancher la prise de courant secteur.

AVISO:

Para una desconexión eléctrica completa, desenchufar el enchufe de tomacorriente.

VARNING:

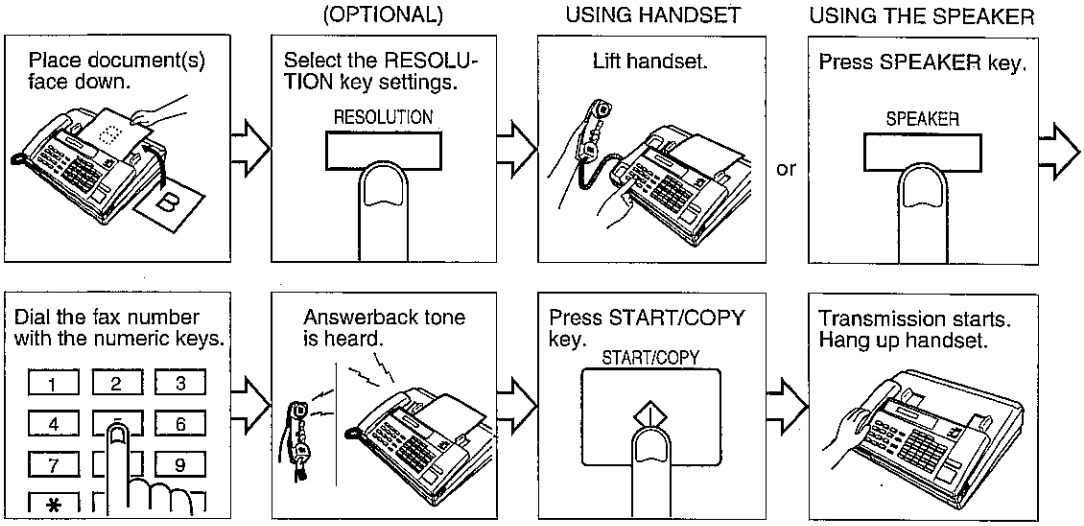
För att helt koppla från stömmen, dra ut stick proppen.

QUICK REFERENCE GUIDE

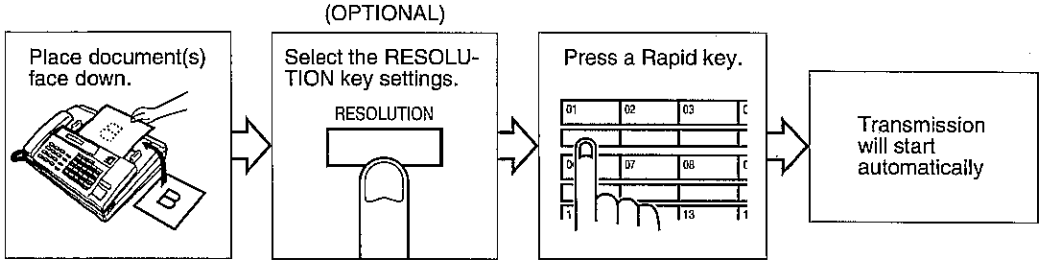
NOTE: This section should only be referred to after the user has fully read the detailed explanation and procedure for each function within the manual.

TRANSMISSION

A) USING THE NUMERIC KEYPAD TO DIAL A FAX NUMBER

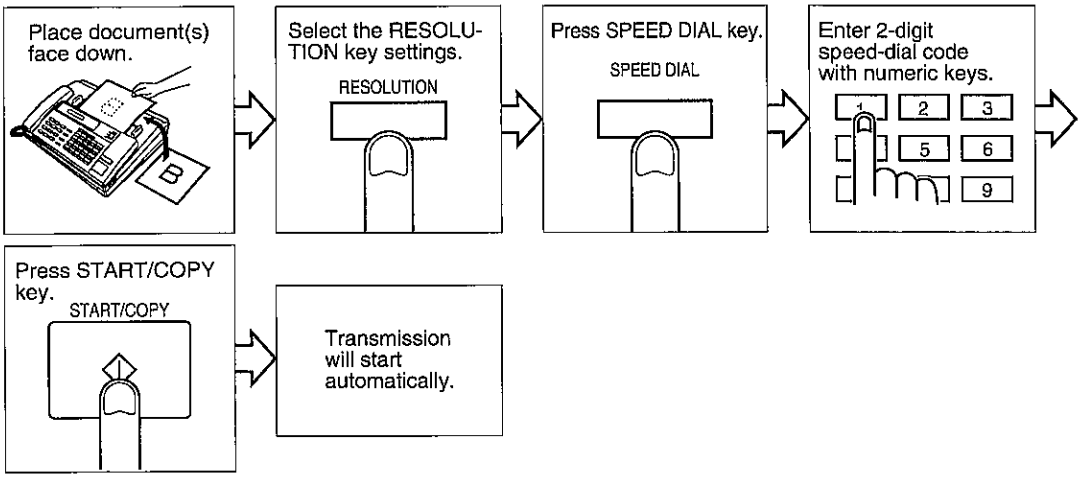


B) USING A RAPID KEY



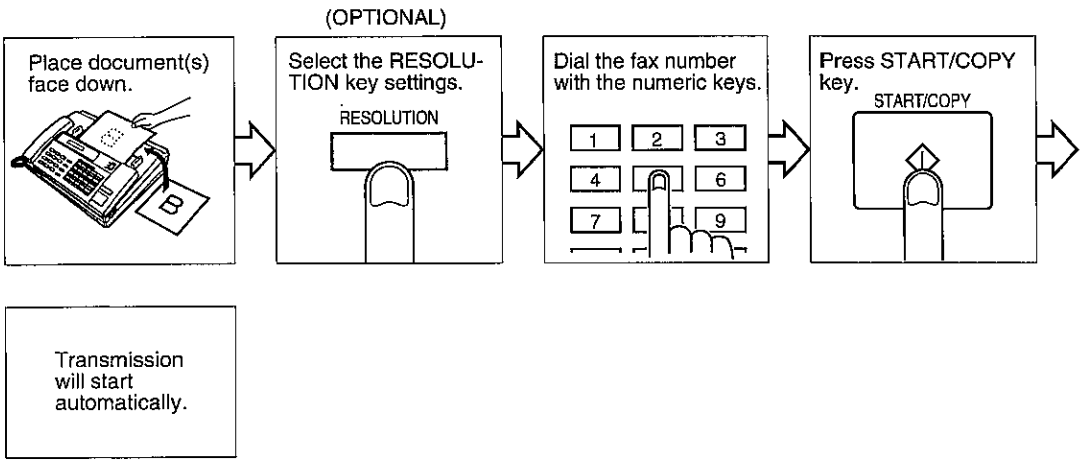
C) USING A SPEED-DIAL CODE

(OPTIONAL)



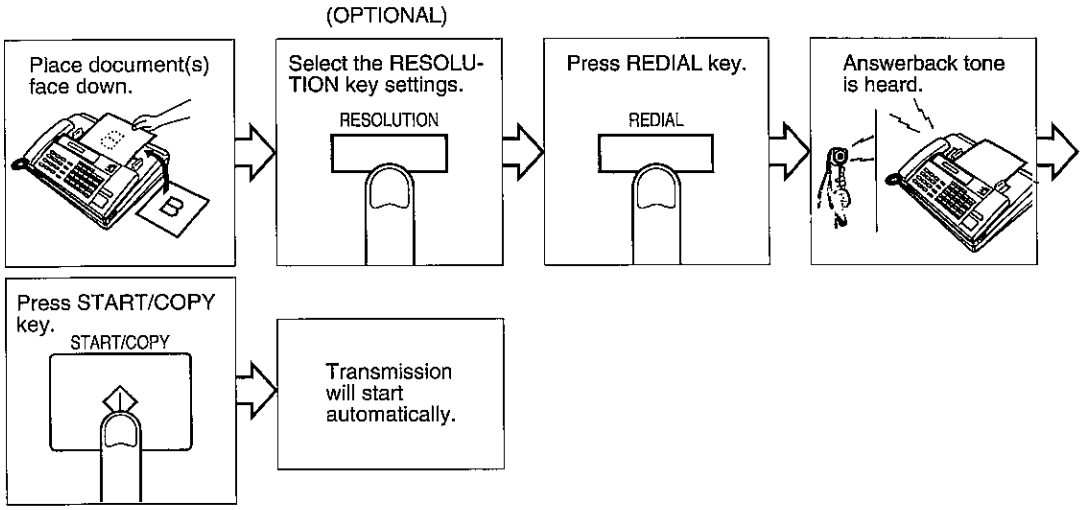
D) KEYPAD DIALING

(OPTIONAL)



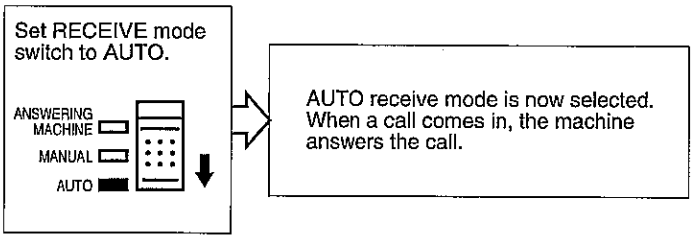
E) USING THE REDIAL KEY

(OPTIONAL)

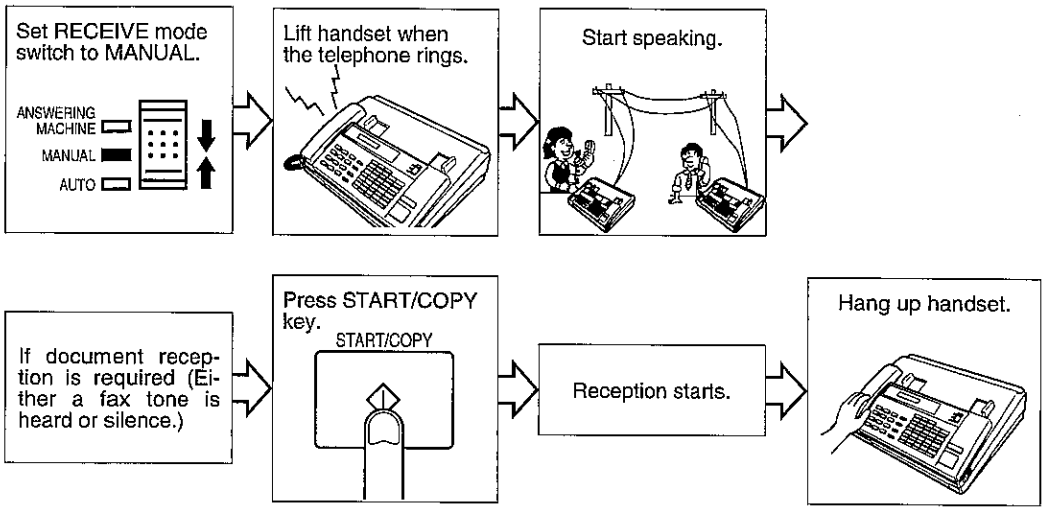


RECEPTION

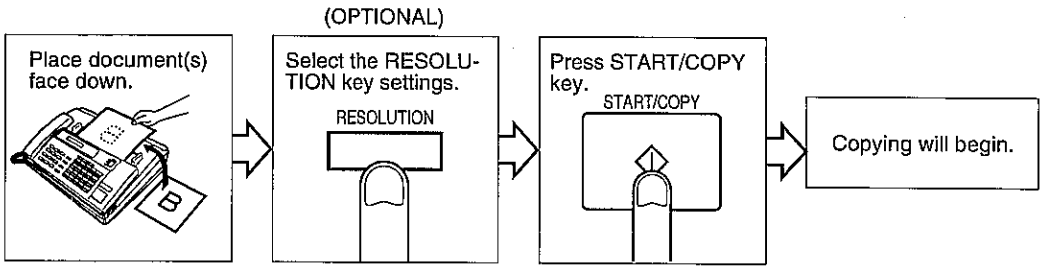
A) AUTOMATIC RECEPTION


Set RECEIVE mode switch to AUTO.
ANSWERING MACHINE
MANUAL
AUTO
AUTO receive mode is now selected. When a call comes in, the machine answers the call.

B) MANUAL RECEPTION (or VOICE CALLS)

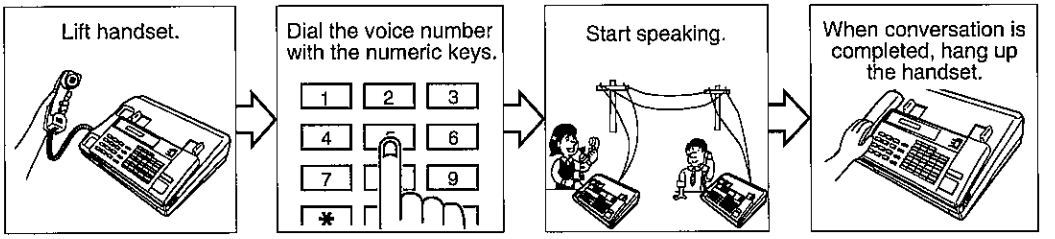


COPYING

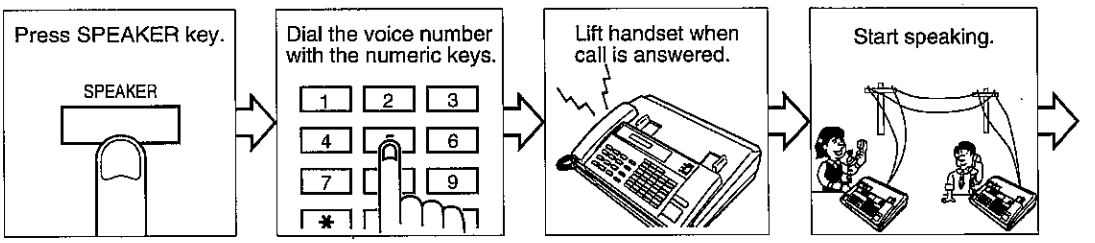


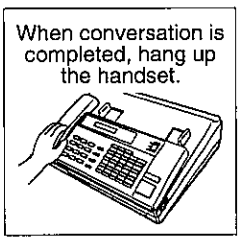
TELEPHONE USE

A) USING HANDSET

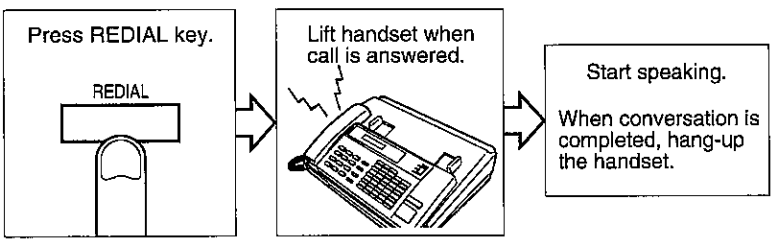


B) USING THE SPEAKER MONITOR





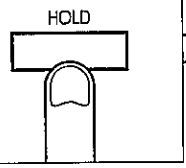
C) REDIALING



Germany/Sweden FO-130/226 can not be used even for normal dialing with the machine turned off.

D) HOLDING

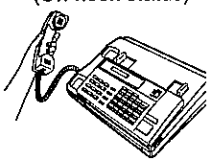
During a conversation, press HOLD key.



HOLDING
(during hold, the handset can be placed back into the holder without cutting off the line.)

To cancel-Hold (return to a conversation)

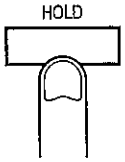
(On-hook status)



Lift handset.

or

(Off-hook status)



Press HOLD key again.

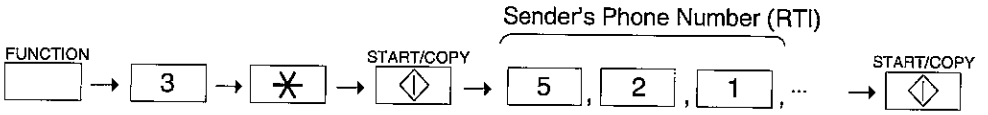
Start speaking.

When conversation is completed, hang-up the handset.

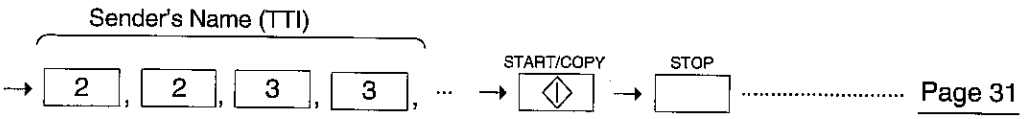
PROGRAMMING (and LISTING)

A. HEADER PRINT (TTI&RTI)

Refer to pages No.



Enter your fax no. (max.20 dig.)



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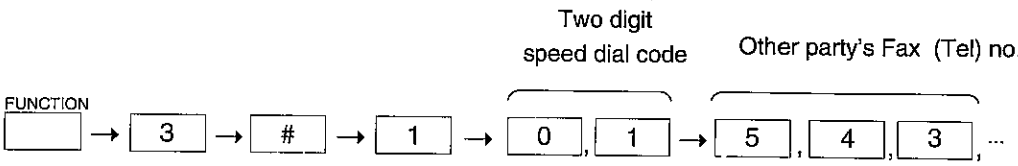
Enter the character.

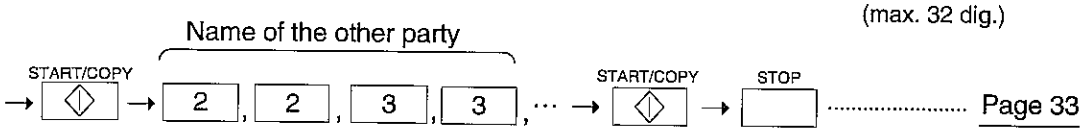
(max. 24 characters) (See character entry section on P.10)

B. RAPID KEY/SPEED-DIAL NUMBERS



Enter 01-50

Enter a fax (tel.) no.
(max. 32 dig.)



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Enter the character.

(max. 20 characters) (See character entry section on P.10)

C. USER SWITCHES (See "User Switch Setting Selections", P.9)

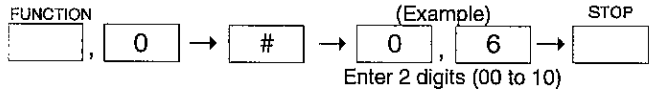
Refer to page No.

- Fine Priority
  FUNCTION [ ], [4] → [#] → [1] or [2] ..... Page 40
- Number of Rings to Answer
  FUNCTION [ ], [4] → [#], [#] → [1] or [2] ..... Page 40
  Enter 1 digit (1 or 2)
- TEL/FAX Auto-Change
  FUNCTION [ ], [4] → [#], [#], [#]
  → [1] or [2] ..... Page 40
  Enter 1 digit (1 or 2)
- TEL/FAX Remote No.
  FUNCTION [ ], [4] → [#], [#], [#], [#]
  → [1] ~ [9] ..... Page 40
  Enter 1 digit (1 or 9)
- Transaction Print-Select
  FUNCTION [ ], [4] → [✳], [✳], [✳], [✳]
  → [1] ~ [4] ..... Page 40
  Enter 1 digit (1 to 4)
- Pseudo Ringing Duration
  FUNCTION [ ], [4] → [✳], [✳], [✳]
  → [1] ~ [4] ..... Page 40
  Enter 1 digit (1 to 4)
- Language Select
  FUNCTION [ ], [4] → [✳], [✳]
  → [1] ~ [9] ..... Page 40
  Enter 1 digit (1 to 9)
- PBX connection
  FUNCTION [ ], [4] → [✳]
  → [1] or [2] ..... Page 41
  Enter 1 digit 1 or 2

D. A.M. MODE (See "Answering Machine Hook-up", P.67)

Refer to page No.

- Quiet Detect Time



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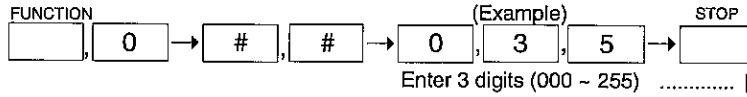
- Off-Hook Hold Time



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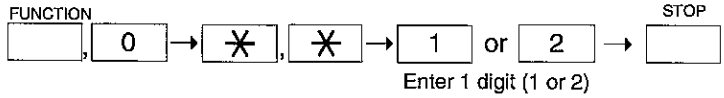
- Select Auto Receive



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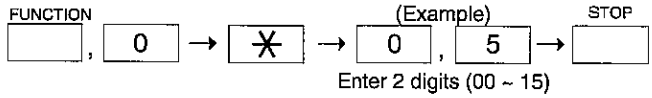
- Quiet Start Timing



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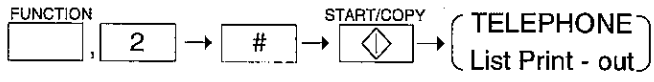
E. LISTING

- TELEPHONE List



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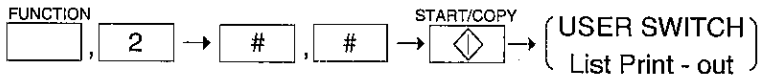
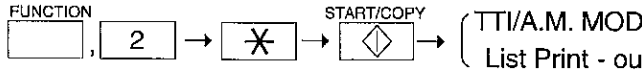
- USER SWITCH List



Page 82

- PASSCODE List



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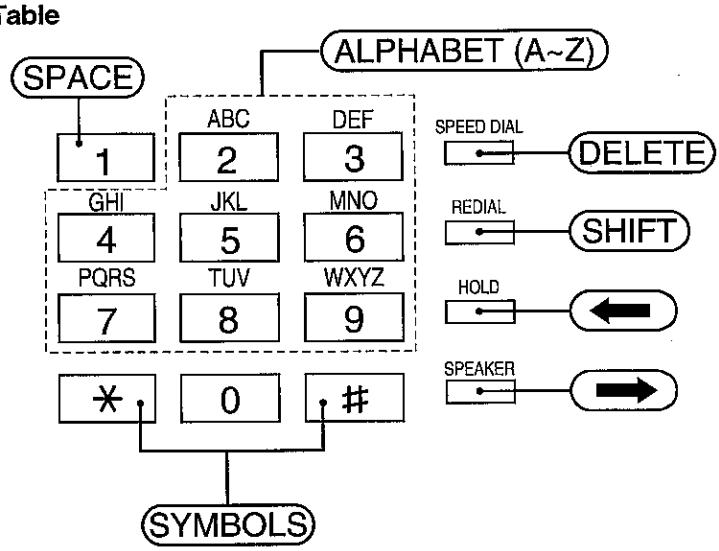
User Switch Setting Selections

Switch NO.	ITEM	DESCRIPTION	SETTING1	SETTING2
1	FINE RESOLUTION PRIORITY	Resolution used when transmitting if a setting is not selected manually with the RESOLUTION key.	YES (FINE)	NO (STANDARD)
2	NUMBER OF RINGS TO ANSWER	In "AUTO" receive mode, the machine starts reception after the selected number of rings.	5 RINGS	1~2 RING
3	TEL/FAX AUTO CHANGE	Whether telephone/fax automatic changeover in the "AUTO" receive mode is selected.	YES (Permitted)	NO (Not permitted)
4	TEL/FAX REMOTE No.	Code to transfer a fax call from an extension phone to the FO-130/226.	Enter 0 to 9 with a numeric key.	
5	TRANSACTION PRINT SELECT	Condition for automatic print-out of transaction report.	1: ALWAYS PRINTS 2: ERROR PRINT 3: SEND ONLY 4: NEVER PRINTS	
6	PSEUDO RINGING DURATION	The switch sets the duration for which the FO-130/226 issues the ringing tone when a voice call is received in the Tel/Fax Auto-changeover mode.	1: 15 sec 2: 30 sec 3: 60 sec 4: 120 sec	
7	LANGUAGE SELECT	Selection of the message language of display, reports and lists from the nine languages.	Number of times to press # or ✳ to arrive at desired languages. 1: English 2: German 3: French 4: Italian 5: Spanish 6: Danish 7: Swedish 8: Dutch 9: Finnish	
8-1)	PBX CONNECTION	"YES" to be selected when the FO-130/226 is connected to the PBX.	YES	NO
8-2)	PBX SELECT	1,2 or 3 to be selected for access outside line from the PBX.	1: EARTH KEY 2: FLASH 3: ID DIGIT	
8-3)	PBX ID NUMBER	This PBX ID number can be used when connecting from a PBX to a pubilc line.	Enter PBX ID (1 to 3 digits) with a numeric key.	
8-4)	REGISTER RECALL SELECT	1, 2 or 3 to be selected when transferring within the PBX.	1: Earth Recall 2: Flash 3: No Operation	

NOTE: For detailed explanations of each switch see page.

Character Table

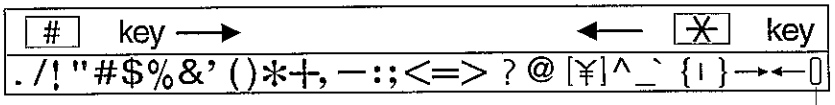


NOTE: This function operates only while in the programming mode.

SPACE	Press [1] key twice to enter a space.
ALPHABETIC CHARACTER	Alphabetic characters "A through Z" are assigned to the [2] through [9] keys. Each time a key is pressed, its assigned characters are displayed one after the other. (Example) • Press the [7] key three times to display the letter "Q". →7→P→Q→R→S • Press the [9] key twice to display the letter "W". →9→W→X→Y→Z

SYMBOLS

Pressing the [#] or [*] key repeatedly selects the following symbols one after another.



NATIONAL CHARACTERS are input according to the destination.

NATIONAL CHARACTERS

GERMAN	Ä	Ö	Ü	ä	ö	ü
FRENCH	à	á	é	è	ï	ù
SWEDISH	Å	Ä	Ö	å	ä	ö
FINNISH	Å	Ä	Ö	å	ä	ö
SPANISH	Ñ	ñ	á	é	í	ó
ITALIAN	é	è	ù	ò	ì	à
DANISH	Æ	Ø	Å	æ	ø	å
DUTCH	ÿ					

DELETE

Use **SPEED DIAL** key delete entry errors.

SHIFT

Press **REDIAL** key to switch between upper and lower case letters.

Press the **HOLD** key to move the cursor to the left.

Press the **SPEAKER** key to move the cursor to the right.

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1. INTRODUCTION

The Sharp FO-130/226 Facsimile Transceiver is a compact, desktop digital unit. The purpose of this manual is to assist users with the machine's operating procedures. All of the machine features can be easily learned by following the step-by-step procedures given in the following pages. Printed references to a Push Button Key are presented in upper case, bold letters. References to the display read-out are presented in upper case letters with quotes. References to any key are presented in upper case, bold letters. The manual is divided into indexed sections for quick and easy access to information.

If a situation should arise which cannot be resolved through the troubleshooting procedures contained here, please contact Sharp or the Sharp dealer where you purchased your machine for assistance.

IMPORTANT NOTE:
Please be certain to read the following section on "PRECAUTIONS" before installing or using the machine. After installation, read the "PROGRAMMING" section. Certain functions of this machine must be programmed before they can be used. There are also User Switches, set at the factory, that can be changed to better suit your situation.

2. PRECAUTIONS

A. INSTALLATION REQUIREMENTS

1. Install the machine on a flat level surface.
2. Keep the machine away from air conditioners, heaters, direct sunlight, humidity, and dust.
3. Provide easy access to the front, back, and sides of the machine.
4. Avoid locations where the machine may be splashed by water or chemicals.
5. A standard telephone jack must be located near the machine.
6. Use only 220-230 VAC, 50 Hz isolated and grounded (two-prong) outlet.
7. In areas that experience high incidences of lightning or power surges, a surge protector is recommended for the power and phone lines.

B. OPERATION

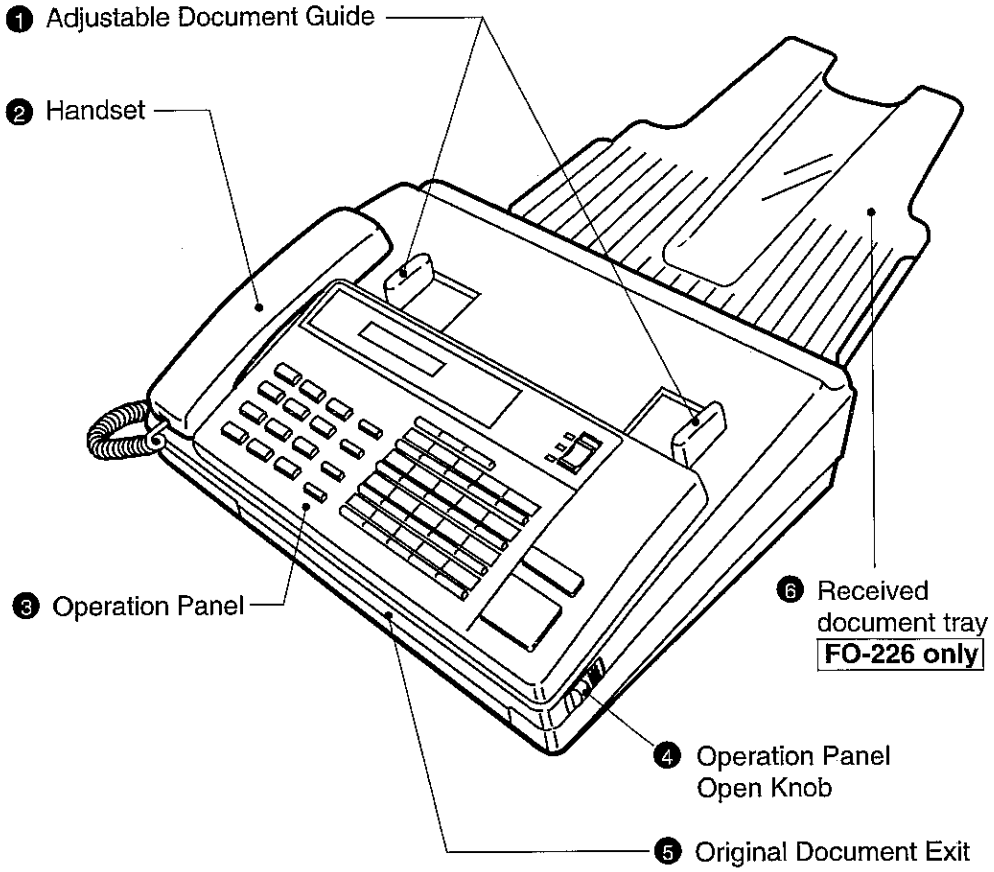
1. Do not open the machine during operation (transmitting, receiving, or copying).
2. Prior to use verify that the LCD (display) message reads "STAND-BY". This means the machine is ready for facsimile operation.
3. Use only the proper recording paper. Store the paper in a well ventilated, shaded, cool place. Sharp FO-20PR paper is recommended.
4. Operate the machine according to the operating procedures described in this manual.
5. Remove any paper clips or staples from the documents to be transmitted to prevent damage to the facsimile.
6. Make sure that the documents are completely dry.
7. Thick paper, newsprint, cloth, and other types of similar material should never be used. Such documents should be photocopied first, and the copies should be used for transmitting.
8. When documents are copied or received continuously for a long period of time, the recording head overheat protection function will become active and, as a result, facsimile operation halts. Wait for a while and the facsimile will automatically reset.
9. All programmed data is backed up by a lithium battery provided in the machine.
   - Lithium battery power is consumed, whether data is stored or not, while the power switch for the machine is in the OFF position. (With the machine power on, consumption of the battery power is negligible.)
   - The lithium battery life is about 5 years when the machine power is continuously set in the OFF position.

3. GENERAL PRODUCT OVERVIEW

A. MAJOR COMPONENTS

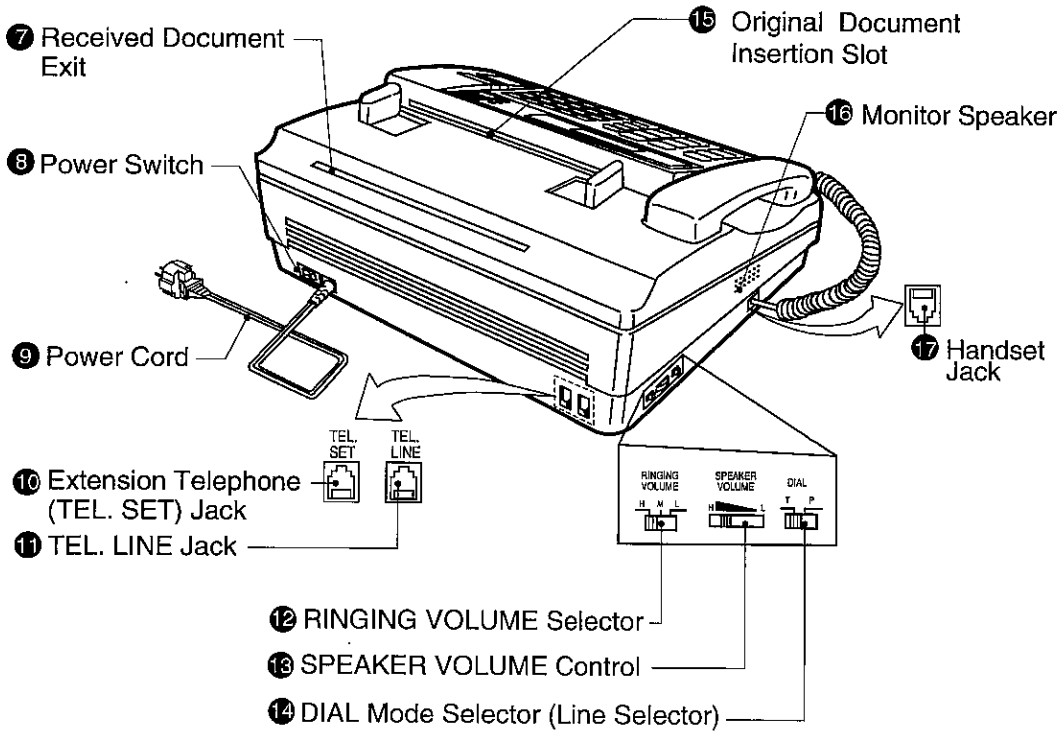
1. External View

Front:


❶ Adjustable Document Guide
❷ Handset
❸ Operation Panel
❻ Received document tray FO-226 only
❹ Operation Panel Open Knob
❺ Original Document Exit

❶ **Adjustable document guide** - Set to the width of the document.
❷ **Handset** - Used for ordinary phone conversation or to listen for a fax connection.
❸ **Operation panel** - Open to replace the recording paper roll or to clear a document or recording paper jam. Refer to "Operation Panel," P.20
❹ **Operation panel open knob** - Pull this knob to open the operation panel.
❺ **Original document exit** - Original document(s) exits the machine here.
❻ **Received document tray** FO-226 only - Holds received documents and copies.

Rear:



⓹ **Received document exit** - Recorded document(s) exits the machine here.

⓼ **Power switch** - Turn power "ON" or "OFF".

⓽ **Power cord** - Connect this cord to AC outlet (220-230 VAC, 50Hz only.)

⓾ **Extension telephone (TEL. SET) Jack** - Connect an external answering machine or extension telephone to this jack

Germany/Austria/Sweden/Finland/Portugal Not existing.

⓫ **TEL. LINE jack** - Connect the telephone line modular plug to this jack.

⓬ **RINGING VOLUME selector** - The desired telephone ring volume can be selected from among three levels: high, medium, and low.

⓭ **SPEAKER VOLUME control** - When the SPEAKER key is pressed, the speaker volume is adjusted with this control.

⓮ **DIAL mode selector (Line selector)** - Select P or T according to the type of the telephone line.
P: Pulse dialing telephone mode 10 pps (rotary)
T: Touchtone telephone mode

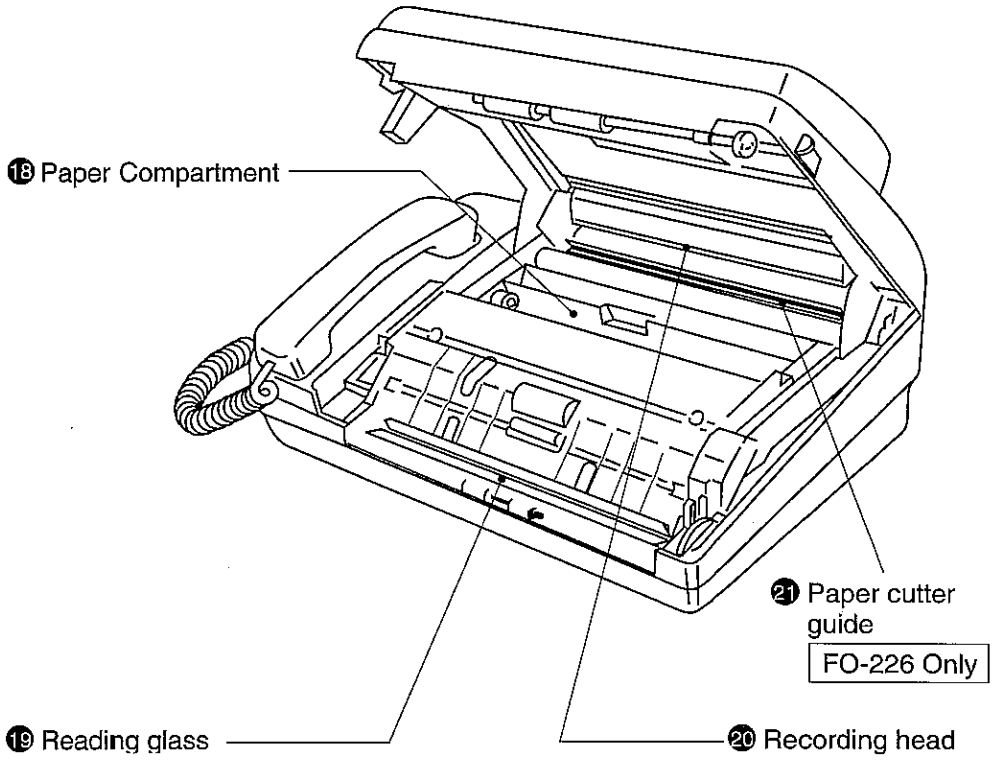
Denmark "P" is inoperable.

⓯ **Original document insertion slot** - Original document(s) should be inserted into this opening.

⓰ **Monitor speaker** - When dialing has been done using the SPEAKER key with the handset on-hook, a response or voice is heard from here.

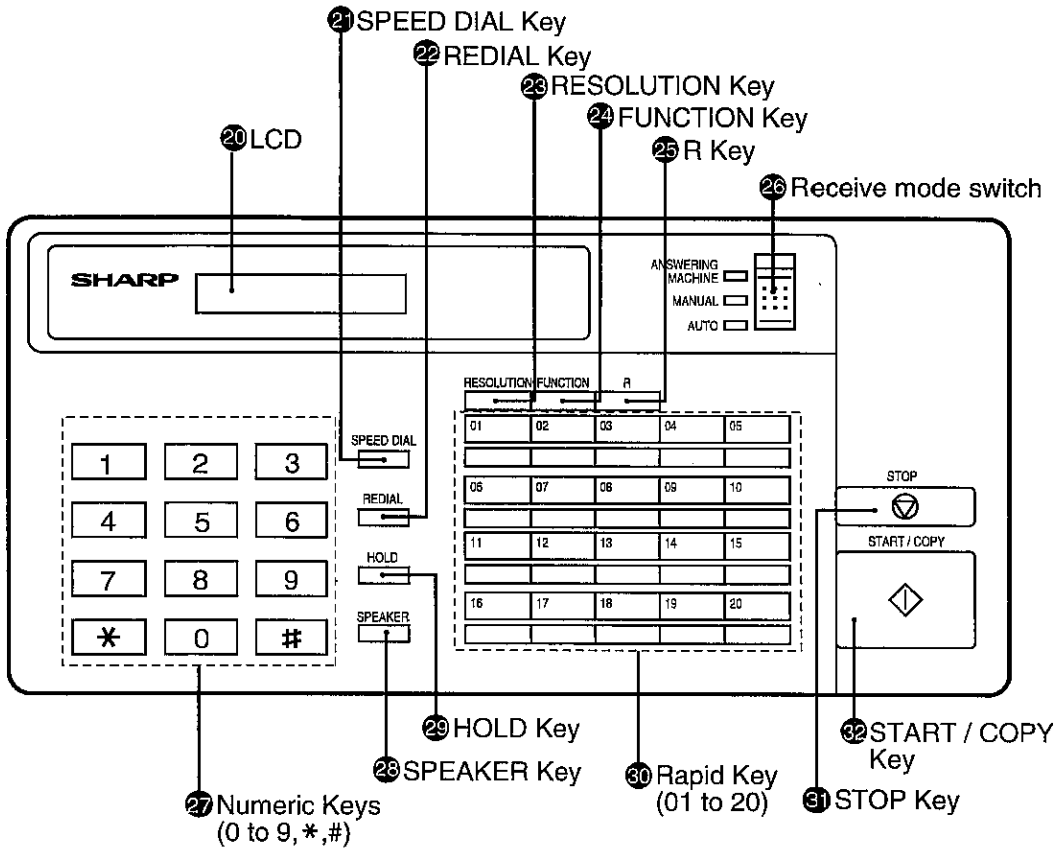
⓱ **Handset jack** - The Handset cord is connected to this jack.

2. Recording Paper Compartment



⓲ **Paper compartment** - Insert the recording paper.
⓳ **Reading glass** - Reads original document in this place.
⓴ **Recording head** - Records received information on the paper.
㉑ **Paper cutter guide** **FO-226 only** - The end of the recording paper is fed through here.

B. OPERATION PANEL



⑳ **LCD** - Displays, during transmission, the name of the other party with whom you are communicating, their telephone number and the current operating state. During programming or operation, displays various prompts for next procedural step.

㉑ **SPEED DIAL key** - Used to initiate transmission by speed dialing.

㉒ **REDIAL key** -

1. When this key is pressed in the standby state, the last number dialed can be automatically redialed (using handset or monitor speaker).
2. This key is pressed when programming an autodial number to put a pause (about 2 sec.) between numbers.

   Italy Pause is 4 sec.

   Switzerland You can not enter this pause.

㉓ **RESOLUTION key** - Select the image mode from among standard, fine and halftone by pressing this key one or more times. Also selects the DARK contrast setting for extra-light originals.

㉔ **FUNCTION key** - This key is first pressed to select various functions such as programming function, printing function, various initial setting functions and user switch programming.

㉕ **R key** - Press this key during conversation and still another party, and the message will be transferred to this party. This is hook-up with the PBX. During this action, the phone line is kept held. And this key also used to call outside in PBX as normal telephone.

㉖ **Receive mode switch** - Used to switch reception to automatic, manual or answering machine hook-up mode.

㉗ **Numeric Keys (0 to 9, ✳, #)** - Used to program machine operations (enter names, numbers, etc) or to dial a telephone number.

㉘ **SPEAKER key** - Pressing this key allows you to dial with the handset on-hook. The handset is picked up after you hear a response.

㉙ **HOLD key** - Puts the line on hold during voice communication.

㉚ **Rapid keys** - Used to start a transmission with one-touch autodialing.

㉛ **STOP key** - Used to terminate a transmission, reception, copy operation, other operations and alarms. Also serves as a cancel key in programming.

㉜ **START/COPY key** - Used to start transmission/reception, copying or paper feeding.

C. FEATURE DESCRIPTIONS

1) **ANSWERING MACHINE HOOK-UP** - allows most answering machines to be connected to the FO-130/226 for reception of both voice and fax messages on the same phone line. After a call is picked-up by the answering machine, fax reception begins automatically if a fax tone or a set period of silence is detected. As a back-up feature, the FO-130/226 will answer and issue a fax tone if a call is not picked-up by the answering machine within 6 rings. Germany/Austria This function is not used.

2) **AUTOMATIC CUTTER** **FO-226 only** - received document are automatically cut to the length of the originals.

3) **AUTOMATIC DOCUMENT FEEDER** - 216 mm wide feeder can accommodate up to 10 pages at a time for automatic feeding.

4) **AUTOMATIC/MANUAL CONTRAST CONTROL** - image contrast is automatically adjusted during scanning to compensate for documents with light copy or dark colored backgrounds. A manual contrast control is also provided to maintain legibility of copies from extra-light originals.

5) **AUTOMATIC RECEPTION** - suited for a dedicated fax line, whereby all calls are answered automatically by the fax unit. This function is selected with the Receive mode switch.

6) **AUTOMATIC FAX/PHONE CHANGEOVER** - allows convenient sharing of one telephone line for fax and voice calls, whereby incoming fax calls are automatically answered by the FO-130/226.
Germany/Austria/Switzerland This function is not used.

7) **CCITT GROUP 3 COMPATIBLE** - provides compatibility with the Group 3 worldwide standard.

8) **COPY FUNCTION** - allows you to use the FO-130/226 as a convenience copier to make one copy of an original, or to make a test copy before transmission to determine if a particular mode key setting is necessary to improve reproduction quality.

9) **15-SECOND TRANSMISSION SPEED** - top speed that the FO-130/226 can transmit an A4 size average letter to another Sharp fax, using Sharp's special compression scheme, the 9600 bps modem rate, and standard resolution.

10) **EXTENSION TELEPHONE FUNCTION (FAX TRANSFER)** - allows you to connect an extension phone to the FO-130/226 so that fax calls, picked up at the extension, can be transferred to the FO-130/226 for reception.

11) **HALFTONE CONTROL** - areas on a document that contain photographs and shaded drawings are broken-down in 16 levels of gray during scanning for transmission or copying.

12) **HEADER PRINT (TTI&RTI)** - a 24 character name and 20-digit telephone number ID is printed on the top of each transmitted copy, along with the page number. Name or number also appears in the display and reports of the remote unit.

13) **HOLD KEY** - used to place a call on hold when conducting a phone conversation on the FO-130/226.

14) **LIQUID CRYSTAL DISPLAY** - the 16-digit LCD provides prompts for each procedural step when programming or operating the machine.

15) **MANUAL RECEPTION** - This function is selected with the Receive mode switch, when set, all incoming calls must be answered by the user.

16) **ON-HOOK DIALING WITH MONITOR SPEAKER** - allows hands-free dialing of any telephone number without using the handset. In order to speak with the other party, the handset must be used.

17) **PROGRAMMABLE TRANSACTION REPORT** - by programming User Switch No. 5, one of four print-out conditions can be selected for this report. Options include: (1) printed after each transmission and reception; (2) printed only after an error occurs; (3) printed on transmission only; or (4) disabled altogether.
Germany (4) is not used.

18) **REDIAL KEY** - used to redial the last telephone number dialed.

19) **REPORTS/LISTS** - variety of reports are available for reference and troubleshooting.

20) **STANDARD/FINE RESOLUTION SETTINGS** - documents can be scanned and transmitted in the standard mode for minimum phone line time and cost, or sent in the fine mode for best reproduction of documents with smaller copy or detailed graphics.

D. SPECIFICATIONS

Model	FO-130/226
Applicable telephone line	Public switched telephone network/PBX
Compatibility	CCITT G3 mode
Configuration	Half-duplex, desk top, transmitter/receiver
Compression scheme	Modified Huffman and Sharp special mode
Scanning method	Flat-bed solid-state CCD
Resolution	Horizontal: 8 lines/mm Vertical: Standard ..... 3.85 lines/mm Fine/Half-tone ..... 7.7 lines/mm
Recording system	Thermal recording
LCD	7x5 dots, 1 line by 16-digit display
Auto-cutter	Standard (to length of original) FO-226 only.
Receive mode	Answering machine/Auto/Manual switching
Modem speed	9600 bps with automatic fallback to 7200, 4800, or 2400 bps
Approximate transmission time*	Approx. 15 seconds (Sharp special mode)
Recording paper size	216 mm wide, 30 m long paper roll
Effective recording width	210 mm max.
Input document size	Normal size: Width ..... 148mm to 216mm Length ..... 128mm to 297mm Special size (requires manual feed): Width ..... 148mm to 216mm Length ..... 297mm to 1000mm
Effective scan width	210mm max.
Automatic document feeder	Yes (10 sheets max.)

* Based on CCITT test chart #1 at standard resolution in Sharp special mode, excluding time for protocol signals, i.e., CCITT phase C time only.

Model	FO-130/226
Half-tone (gray scale)	Yes (16 steps)
Contrast control	Automatic/Dark selectable
Copy function	Yes
Voice communication (Telephone function)	Yes [Germany/Sweden] It can not be used for voice communications with the machine turned off. (It can not be used when the electricity fails.)
Noise emission	Less than 70 dBA (Measured according to DIN 45635.)
Power requirements	220-230 VAC, 50Hz
Operating temperature	5 to 35°C
Power consumption	Standby : 10 W Max. : 120W
Dimensions	365 mm (W) x 283mm (D) x 111mm (H)
Weight	Approx. FO-130 Approx. 5.0 kg / FO-226 Approx. 5.5 kg
Accessories:	Handset ..... 1 Curled cord ..... 1 Fax number directory card ..... 1 Recording paper ..... 1 Received document tray [FO-226 only] ..... 1 Operation manual 1

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specifications figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

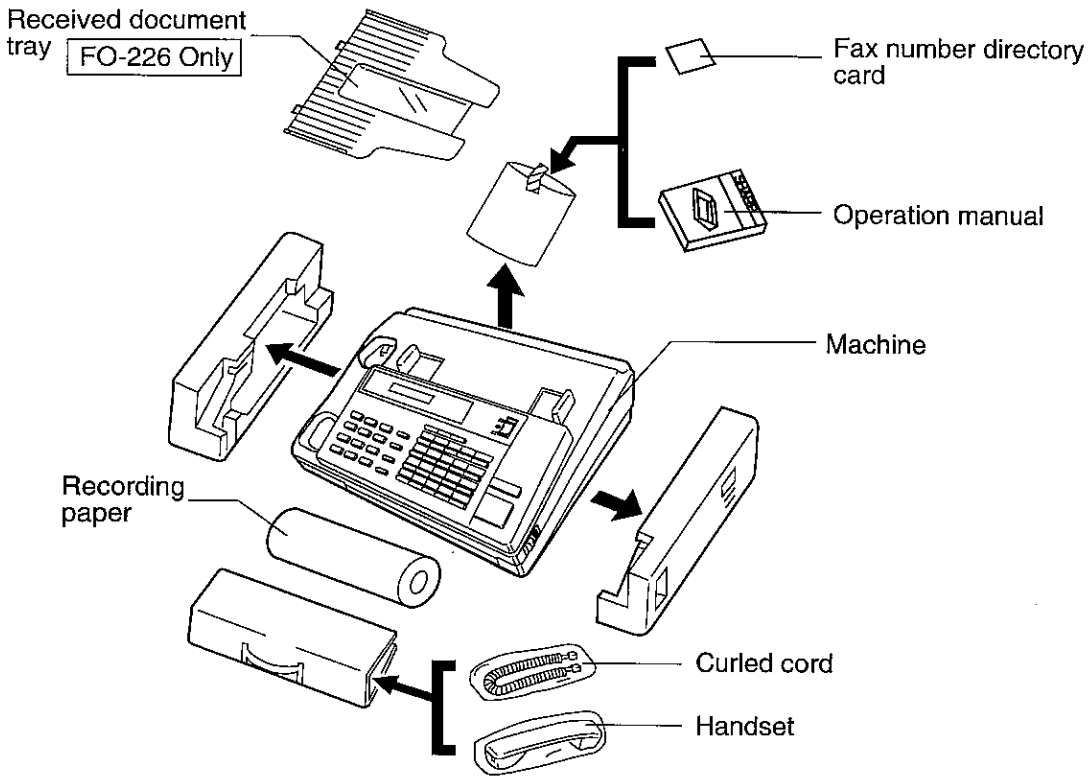
4. SETTING-UP

A. PRECAUTIONS REMINDER

Before installing your FO-130/226, please be certain to read the "INSTALLATION PRECAUTIONS" in Section 2 (p.16). ALL USERS should read the "OPERATION PRECAUTIONS" in this same section BEFORE using the machine.

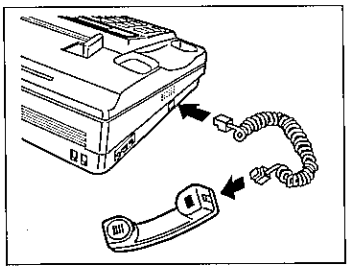
B. UNPACKING CHECKLIST

Take the machine out of the box carefully, remove all packing materials and check for the items shown below. Contact dealer for any missing items.

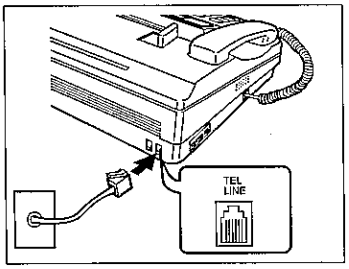


C. BASIC INSTALLATION

1. Insert one end of the curled cord plug into the jack on the left side of the machine and the other end into the jack at the base of the handset. Place the handset into the holder.

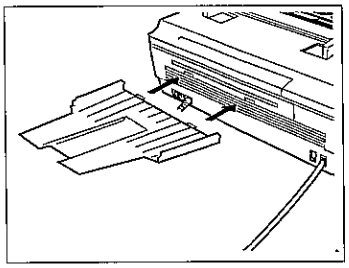


2. Insert one end of the telephone line cable into the TEL. LINE jack on the back of the machine. Insert the other end of the line cable into a standard single line telephone jack on the wall.



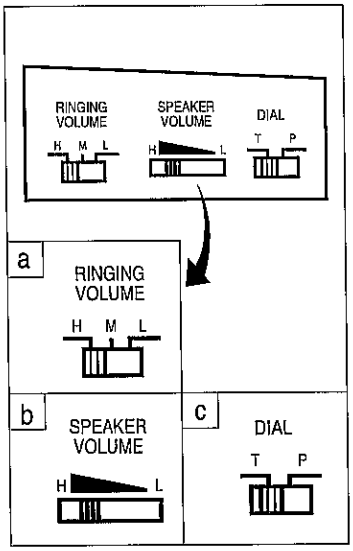
FO-226 only

3. Mount the received document tray.
   Slightly buckle the received document tray at its center, and insert the tabs of the received document tray into the holes at the rear of the machine.



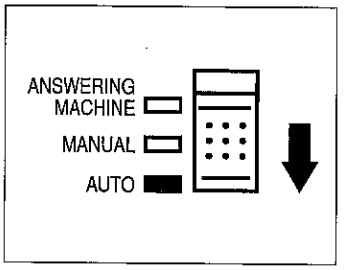
4. Set the line selector (DIAL mode selector), monitor speaker volume, ringing volume control located on left side of the machine.
   a) Ringing volume:
      Set switch at high (H), medium (M) or low (L) volume.
   b) Monitor speaker volume:
      Adjust setting from high (H) to low (L) as desired.
   c) Line selection:
      P: Pulse dialing telephone mode 10 pps (rotary)
      T: Touchtone telephone mode
      • If the setting is incorrect, you cannot make a call.

   Denmark "P" is inoperable.



Continue

5. Set the Receive mode switch located on the operation panel of the machine to the appropriate position.
   Refer to "10. RECEPTION" section (p.60) for appropriate setting.



6. Plug the power cord into a 220-230VAC, 50Hz, isolated and grounded 2-prong outlet. Turn on the power switch located at the back of the machine.

7. Place the recording paper roll (Sharp FO-20PR) into the paper compartment. Refer to p. 86.

8. • Proceed to PROGRAMMING section on p.29.
   • To connect an extension telephone to the FO-130/226, refer to "EXTENSION TELEPHONE TRANSFER", p. 73.
   • To connect an answering machine to the FO-130/226, refer to "ANSWERING MACHINE HOOK-UP", p. 67.

5. PROGRAMMING

IMPORTANT NOTE ON PROGRAMMING:

Many of the functions on this machine require initial programming before they can be used. Other functions, referred to as "USER SWITCHES", have been pre-programmed at the factory, but can be changed if necessary.

NOTE:
User switches are electronic switches located inside the micro circuitry of this unit. These switches can be set only through programming functions (which are explained starting on page 40).
We have provided a Back-up battery to keep the programmed settings in memory even if the unit is left unplugged for long periods of time.

The administrator/manager, who is responsible for the care and maintenance of this machine, should review the next two chapters of this section thoroughly and proceed as follows:

(1) Determine if any USER SWITCHES should be changed from their factory settings and, if so, perform the procedure for "Changing the User Switch Settings."

(2) Determine which functions that require programming will be used and perform the programming procedure for each desired function.

Each function has been classified as "BASIC" or "ADVANCED". It is recommended that all "BASIC" functions be programmed immediately upon installation. "ADVANCED" functions can be programmed later as the need for any one arises.

After initial programming, this section should also be referenced whenever the programming of a function must be changed, or whenever information must be added to or deleted from a function's programming.

A. FUNCTION PROGRAMMING OVERVIEW

Each function has been classified as BASIC or ADVANCED. It is recommended that all BASIC functions be programmed immediately upon installation. ADVANCED functions can be programmed later as the need for any one arises.

Function Classification

NOTE:
Refer to each function's programming chapter for a complete explanation of the function's purpose.

a) BASIC FUNCTION
- Header print (TTI&RTI) (P.31)

b) ADVANCED FUNCTION
- Rapid Key/Speed-Dial Numbers (P.33)
- User Switches (P.40)

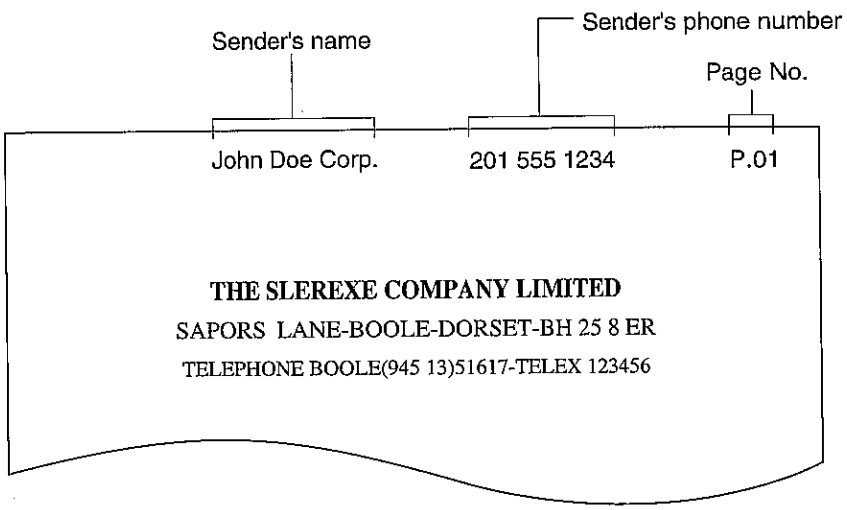
B. HEADER PRINT (TTI&RTI)

The Header is made up of two components; TTI (Transmit Terminal Identification) and RTI (Remote Terminal Identification). TTI is your company name and RTI is your fax number, together they make up the HEADER PRINT.
When documents are transmitted, TTI (also called "SENDER'S NAME") is printed automatically at the top of each page at the receiving unit, along with the RTI and page number. The SENDER'S PHONE NUMBER (RTI) also appears in the display and reports of the remote unit.

NOTES:

- To change your TTI or RTI, repeat the entry operation from the beginning.
- To check the TTI or RTI, print-out and refer to the Passcode list (see p. 83).
- Up to 24 characters can be entered for the SENDER'S NAME and 20 digits for the SENDER'S PHONE NUMBER.

1. Transmitted Copy Sample with Header print



2. Entering the Sender's Name and Phone Number For Header Print

Step	Operation	Description
1	FUNCTION [ ], [3], [✳]	Select the "OWN PASSCODE SET" mode.
2	START/COPY [◇]	Press the **START/COPY** key
3	[5], [3], [1], [4] [3], [2], [1] (For example)	Enter your fax number. • Up to 20 digits of your fax number can be registered. • When entering your fax number you can add a "space" with the [#] key. and a "+" sign with the [✳] key. • Use the **SPEED** key to delete entry errors. • Press the **HOLD** key and **SPEAKER** key to move the cursor.
4	START/COPY [◇]	Press the **START/COPY** key
5	(Refer to "Character Entry") See page 37 for example.	Enter your name using the numeric key for each character. (max. 24 characters) Refer to "Character Entry", P. 37.
6	START/COPY [◇]	Press the **START/COPY** key
7	(Go to "FAX/TEL # MODE") or STOP [ ]	Then go to step 2 of the next chapter on "FAX/TEL # MODE". Or press the **STOP** key to return to the "STAND-BY" mode. Machine returns to the "STAND-BY" mode.

NOTE:

To change the programmed contents, repeat the entire procedure from the beginning. Enter the new fax number or name when the current programmed number or name is shown in the display.

C. RAPID KEY/SPEED DIAL NUMBERS

The built-in autodialer of the FO-130/226 can hold up to 50 telephone numbers for fax or voice calls. Up to 20 telephone numbers can be entered as Rapid-Dial Numbers. By pressing the programmed Rapid Key (01-20), documents are automatically transmitted to the assigned remote fax unit. An additional 30 telephone numbers can be entered as Speed-Dial numbers. After programming a Speed-Dial code, you can dial a remote unit by just entering the assigned 2-digit code (21-50) after pressing the **SPEED** key.

NOTES:

- If waiting time is required in an autodialing sequence, add a pause when entering the telephone number by using the **REDIAL** key. Each entry of the **REDIAL** key adds a pause of approximately 2 seconds. It is possible to enter two or more 2-sec. pauses. Each 2-sec. pause is indicated as "–" in the display.

- To change the programmed contents of a Rapid key or Speed-Dial code, repeat the procedure for that Rapid key number or Speed-Dial code. Enter the new Rapid key number or Speed-dial code and the name when the programmed number or name is shown in the display.

- When a telephone number has been entered as a Rapid Key number, write the name of the remote location on a provided label, and attach it to operation panel, next to the assigned Rapid Key. Note: Write the name in pencil to allow erasing.

- Print and post the Telephone List for reference after a Rapid key or Speed-dial code is programmed. (see p. 82)

PAUSE FUNCTION

- **Delay time**
  To enter a dial pause into a facsimile number, press the REDIAL Key. It will provide a 2 second dial pause. Each pause entry is represented by "–" on the display. You enter as many dial pauses as necessary, up to the 30 digits limit for a number.
  Switzerland you can not enter this pause.
  Italy Pause is 4 sec.

- Connecting to PBX
  If your facsimile machine is connected to a PBX, register facsimile phone number in the following manner.

  (1) When the remote facsimile to be registered is connected to the same PBX (PBX to PBX).
  HOLD*
  [ ] → [5] [5], [5], [1] (For example)
  Enter remote facsimile phone number
  * This key is used to identify the access for outside line or internal line.

  (2) When the remote facsimile to be registered is connected to the public line (PBX to Public line).

  32 digits max.
  [0] [4], [2], [3], [7]..... (For example)
  Enter remote facsimile phone number

  (3) If you need to waiting dial tone between digit in PBX dialing, enter the HOLD key as a pause between digit which you need.

  NOTE:
  In this case, it is necessary to set the user switch so that the PBX ID digit of the EARTH key dialing to connect to the public line.

- For international dialing
  If you need to waiting dial tone after Access code etc. for international dialing, enter the HOLD key as a pause between digit which you need.

  HOLD
  [0] [0], [1] → [ ] → (Country code) [1] [2], [3].....
  Access code (PAUSE) (For example)

  Enter country code and remote facsimile phone number

1. Entering Rapid Key/Speed-Dial Numbers

Step	Operation	Description
1	FUNCTION, 3, #	Select the "FAX/TEL # MODE"
2	1	Select the "SET" mode.
3	0, 1 (For example)	Enter a 2 digit rapid/speed-dial code (01-50) by using the numeric keys.
4	5, 5, 5, 1, 2, 3, 4 (For example)	Enter the telephone number: • Up to 32 digits can be entered. • You can add a pause "–" with **REDIAL** key. • Use the **SPEED** key to delete entry errors. • Press the **SPEAKER** key to move the cursor.
5	START/COPY ◇	Press the **START/COPY** key
6	(Refer to "Character Entry") See page 37 for example	Enter the name of the remote fax and/or phone location, by using the numeric key for each character. (max.20 characters) see p. 37. If you do not wish to enter a name, skip this step and go to next one.
7	START/COPY ◇	Press the **START/COPY** key
8	(Return to Step 3) or STOP	Return to step 3 to program another rapid/speed-dial code. Or press the **STOP** key to return machine to the "STAND-BY" mode.

2. Clearing Rapid key/Speed-Dial Numbers

Step	Operation	Description
1	FUNCTION, 3, #	Select the "FAX/TEL #MODE".
2	2	Select the "CLEAR" mode.
3	0, 6 (For example)	Enter a 2-digit Rapid/Speed-dial code (01 to 50) to be cleared.
4	START/COPY ◇	Press the **START/COPY** key.
5	(Return to Step 3) or STOP	Return to step 3 to clear another rapid/speed-dial code. Or press the **STOP** key to return machine to the "STAND-BY" mode.

3. Correcting Rapid key/Speed dial Numbers

The following procedure is used to edit the programmed numbers and names, of both Rapid keys and Speed-Dial Codes.

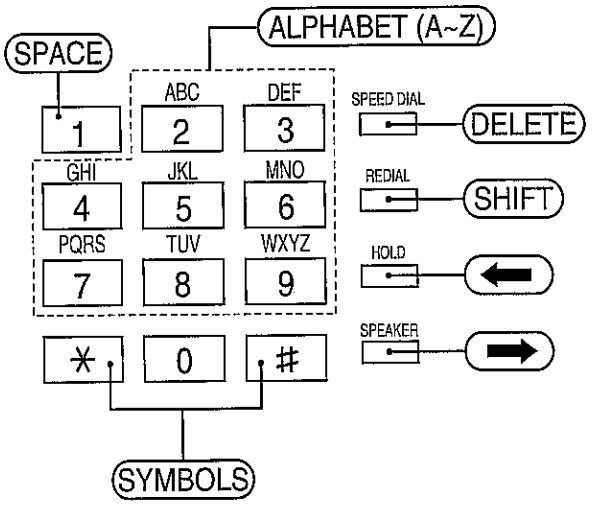
Step	Operation	Description
1	FUNCTION [ ], [3], [#]	Select the "FAX/TEL # MODE".
2	[1]	Select the "ENTER" mode.
3	[0], [1] (For example)	Enter the 2-digits Rapid/Speed-dial code (01 to 50) to be edited.
4	(For example) 01=147-258-3695	A telephone number will be displayed on the LCD.
	01=147-258-3695	Use the **SPEAKER** key (To move the cursor to the right) to the number to be changed (selected number will flash). Enter a new number with the numeric keys.
5	START/COPY [◇]	Press the **START/COPY** key.
6	(For example) JANE=SMITH	The remote location name will be displayed on the LCD.
	JANE=SMITH	Use the **SPEAKER** key and/or **HOLD** key to select the character to be changed. Enter a new character with the numeric keys.
	JACK=SMITH	
7	START/COPY [◇]	Press the **START/COPY** key.
8	(Return to Step 3) STOP [ ]	Return to step 3 to program another speed-dial code. Or Press the **STOP** key to return machine to the "STAND-BY" mode.

D. CHARACTER ENTRY

The existing telephone key pad is also used to select alphabet characters when programming a name for Header print or Rapid/Speed dial numbers. Number keys [2] ~ [9] are used to select letters "A~Z".

The diagram below illustrates additional keys which are used to: Add a SPACE, DELETE a character, SHIFT to lower case, MOVE in both directions and select special SYMBOLS.

1. Available Characters

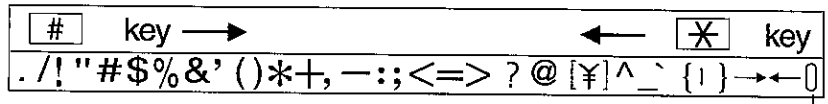


NOTE: This function operates only while in the programming mode.

SPACE	Press [1] key twice to enter a space.
ALPHABETIC CHARACTER	Alphabetic characters "A through Z" are assigned to the [2] through [9] keys. Each time a key is pressed, its assigned characters are displayed one after the other. Use the [7] key to enter "Q" and the [9] key for "Z". (Example) • Press the [7] key three times to display the letter "Q". 7 → P → Q → R → S • Press the [9] key twice to display the letter "W" 9 → W → X → Y → Z

SYMBOLS

Pressing the # or ✳ key repeatedly selects the following symbols one after another.



NATIONAL CHARACTERS are input according to the destination.

NATIONAL CHARACTERS

GERMAN	Ä	Ö	Ü	ä	ö	ü
FRENCH	à	á	é	è	ï	ù
SWEDISH	Å	Ä	Ö	å	ä	ö
FINNISH	Å	Ä	Ö	å	ä	ö
SPANISH	Ñ	ñ	á	é	í	ó
ITALIAN	é	è	ù	ò	ì	à
DANISH	Æ	Ø	Å	æ	ø	å
DUTCH	ÿ					

DELETE

Use **SPEED DIAL** key delete entry errors.

SHIFT

Press **REDIAL** key to switch between upper and lower case letters.

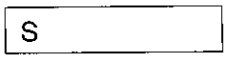
Press the **HOLD** key to move the cursor to the left.

Press the **SPEAKER** key to move the cursor to the right.

2. Character Entry Procedure

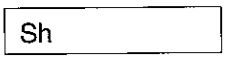
Example: To enter the name "Sharp Elec.".

step 1: To select "S" press the [7] key five times.

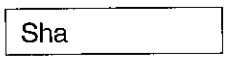


step 2: Press the **REDIAL** key to select lower case.

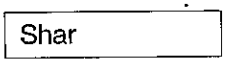
step 3: To select "h" press the [4] key three times.



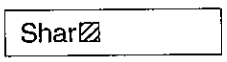
step 4: To select "a" press the [2] key two times.



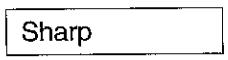
step 5: To select "r" press the [7] key four times.



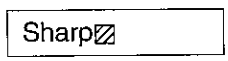
step 6: Press the **SPEAKER** key to move the cursor to the right.



step 7: To select "p" press the [7] key two times.

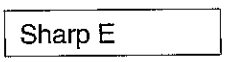


step 8: To select "SPACE" press the [1] key two times.

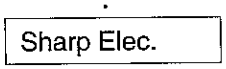


step 9: Press the **REDIAL** key to select upper case.

step 10: To select "E" press the [3] key three times



step 14: To select "." press the [#] key.



NOTE: Press **START/COPY** key last to enter the name.

E. USER (FACTORY-SET) SWITCHES

1. Overview

The FO-130/226 has 8 User Switches. Review the purpose of each switch to determine if any of them needs to be changed to another setting to better accommodate your particular needs. (To check current settings, print-out the User Switch List. See p. 82).

Switch NO.	ITEM	DESCRIPTION	SETTING1	SETTING2
1	FINE RESOLUTION PRIORITY	Resolution used when transmitting if a setting is not selected manually with the RESOLUTION key.	YES (FINE)	NO (STANDARD)
2	NUMBER OF RINGS TO ANSWER	In "AUTO" receive mode, the machine starts reception after the selected number of rings.	5 RINGS	1~2 RING
3	TEL/FAX AUTO CHANGE	Whether telephone/fax automatic changeover in the "AUTO" receive mode is selected.	YES (Permitted)	NO (Not permitted)
4	TEL/FAX REMOTE NO	Code to transfer a fax call from an extension phone to the FO-130/226.	Enter 0 to 9 with a numeric key	
5	TRANSACTION REPORT PRINT	Condition for automatic print-out of transaction report.	1: ALWAYS PRINTS 2: ERROR PRINT 3: SEND ONLY 4: NEVER PRINTS	
6	PSEUDO RINGING DURATION	This switch sets the duration of the pseudo ringing tone when a voice call is received in the Tel/Fax Auto-changeover mode.	1: 15 sec 2: 30 sec 3: 60 sec 4: 120 sec	
7	LANGUAGE SELECT	Selection of the message language of display, reports and lists from the nine languages.	Number of times to press # or ✳ to arrive at desired languages. 1: English 2: German 3: French 4: Italian 5: Spanish 6: Danish 7: Swedish 8: Dutch 9: Finnish	

Switch NO.	ITEM	DESCRIPTION	SETTING1	SETTING2
8-1)	PBX CONNECTION	"YES" to be selected when the FO-130/226 is connected to the PBX.	YES	NO
8-2)	PBX SELECT	1,2 or 3 to be selected for access outside line from the PBX.	1: EARTH KEY 2: FLASH 3: ID DIGMT	
8-3)	PBX ID NUMBER	This PBX ID number can be used when connecting from a PBX to a public line.	Entry PBX ID (1 to 3 digits) with a numeric key.	
8-4)	REGISTER RECALL SELECT	1, 2 or 3 to be selected when transferring within the PBX.	1: Earth Recall 2: Flash 3: No Operation	

NOTE:
The following are the original factory default settings of each User Switch.

Switch No.	No.1	No.2	No.3	No.4	No.5	No.6	No.7	No.8-1	No.8-2	No.8-3	No.8-4
Factory Setting	2	2	2	5	2	1	*	2	3	0	2

* Each country has its own factory setting of the language.

SWITCH 1 - - FINE RESOLUTION PRIORITY: Select the "1 (YES)" setting if a higher resolution (better copy quality) is desired on all transmitted documents. This setting can be overridden when desired by selecting a particular resolution setting with the RESOLUTION key. (Note: Using the "1 (YES)" setting may increase the time and cost of a phone connection over the "2 (NO)" setting.)

SWITCH 2 - - NUMBER OF RINGS TO ANSWER: This is a ring delay function and only operates when the machine is set to "AUTO" reception, and determines the number of rings before the machine answers the call and starts fax reception. Select the "1 (5 RINGS)" for the ability to answer a call personally when desired before the 5th ring. Use the "2 (1~2 RING)" setting when the machine has a dedicated line for fax, and all calls should be answered immediately by the machine. If you answer a call and hear a fax tone (someone is trying to send you a fax), press the START/COPY key for reception to begin and then HANG-UP the handset.

SWITCH 3 - - TEL/FAX AUTO CHANGE: This switch allows the user the ability to share a single telephone line for incoming voice and fax calls. Tel/fax auto change function will operate only when two conditions are met: The receive mode switch is selected to "AUTO" , and the user switch #3 is set to "1 (YES)", it should be noted that the factory default setting (out of box) is set to "2 (NO)". Set the FO-130/226 to Tel/Fax auto change mode only when the unit is being used in an environment that will allow the employee/user to be present within proximity of the FO-130/226, thus having the ability to "hear" and "respond to" the pseudo ringing sounds which will be emitted by the FO-130/226 indicating that a voice caller is on the phone line. On the other hand, fax calls will automatically be received without manual intervention only when they are being transmitted by an automatic dialing remote facsimile machine. (Note: During pseudo ringing mode extension phones cannot be used to talk to the other party, all calls must be manually answered at the FO-130/226 for proper operation).

Austria/Switzerland/Germany This function is not used.

SWITCH 4 - - TEL/FAX REMOTE NUMBER: This function allows the user with the ability to conveniently answer all calls from an extension phone and option of transferring an incoming fax call back to the FO-130/226 for automatic reception. This function will only work when two conditions are met: The receive mode switch is set to "MANUAL", and the extension phone is connected directly into the "TEL.SET" jack of the FO-130/226 or to the wall jack.
This function is very useful when the user wishes to manually answer all incoming telephone calls from an extension phone or an answering machine: and upon hearing the distinct fax tones from a remote unit, the user can enter TEL/FAX Remote No. on the keypad of the extension phone thus activating the FO-130/226 to receive the fax. Once communication is established, the user can hang-up the extension phone, communication between faxes will continue until all documents are received. TEL/FAX Remote No. can be changed from the factory preset of "5" to any digit between 0 to 9.

SWITCH 5 - - TRANSACTION PRINT SELECT: When "1 (ALWAYS PRINTS)" is selected, a transaction report is printed out after each transmission/reception. When "2 (ERROR PRINT)" is selected, it is printed out only when a communication involves some line error. When "3 (SEND ONLY)" is selected, it is printed out only when you send a transmission. When "4 (NEVER PRINTS)" is selected, it is not printed out at all.
Germany "4" selecting is not existing.

SWITCH 6 - - PSEUDO RINGING DURATION: This switch sets the total duration time for the distinctive ringing sound, which is indicative that a voice call has been answered by the FO-130/226 during Tel/FAX auto change mode. This switch is initially set at the factory for 15 seconds, change this, to better suit user's working environment. Keep in mind that this function operates only when switch #3 is set to "YES". During the pseudo ringing time if for any reason the user does not lift the handset to talk on the FO-130/226, the unit will go into fax receive mode regardless of who's calling.
Austria / Switzerland / Germany This function is not used.

SWITCH 7 - - LANGUAGE SELECT: This switch is used to select the message language of display, reports and lists from the nine language.

SWITCH 8-1) - - PBX CONNECTION: If your FO-130/226 is connected to a PBX, select "1 (YES)". If it is connected to an ordinary public line, select "2 (NO)".

SWITCH 8-2) - - PBX SELECT: This switch is used to select the method of access to a public line when your FO-130/226 is connected to a PBX. Select "1" for access by the Earth key, "2" for access by the FLASH, and "3" for access by the PBX ID digit.

SWITCH 8-3) - - PBX ID NUMBER: When your unit's telephone line is connected with a PBX which works by PBX ID digit mode and you dial a remote facsimile telephone number of a public line using automatic dialing, the public line connecting number should be previously registered as PBX ID digit.

SWITCH 8-4) - - REGISTER RECALL SELECT: This switch is used to select the transfer function in the PBX when FO-130/226 is connected to PBX. If it is set to "1", EARTH RECALL is selected. If it is set to "2", FLASH is selected. If the transfer function is not used, set "3". (NO OPERATION)

2. Programming Procedure for user switches

While programming the display cursor will flash on the current setting of the switch. To change the setting, enter one digits as directed in the display. To skip a switch setting and move to the next switch decision, press the [#] key. To go in reverse, press the [✳] key. After making decisions for all 8 switches, or if you wish to exit the procedure after setting any particular switch, press the **STOP** key.

Programming all or any particular User Switch can be done with the following procedure:

Sw. #	Press the following sequence keys	LCD readouts	Press only one key
1	[Function] [4] [#]	FINE PRIORITY	[1] or [2]
2	[Function] [4] [#] [#]	NUMBER OF RINGS	[1] or [2]
3	[Function] [4] [#] [#] [#]	TEL/FAX AUTO CHANGE	[1] or [2]
4	[Function] [4] [#] [#] [#] [#]	TEL/FAX REMOTE NO	[0] to [9]
5	[Function] [4] [✳] [✳] [✳] [✳]	TRANSACTION PRINT SELECT	[1] to [4]
6	[Function] [4] [✳] [✳] [✳]	PSEUDO RINGING DURATION	[1] to [4]
7	[Function] [4] [✳] [✳]	LANGUAGE SELECT	[1] to [9]
8-1)	[Function] [4] [✳]	PBX CONNECTION	[1] or [2]
8-2)		PBX SELECT	[1] to [3]
8-3)		PBX ID NO.	[ ], [ ], [ ]
8-4)		REGISTER RECALL	[1] to [3]

After changing a User Switch, print-out the User Switch List to check selections and keep for reference. (see p. 82).

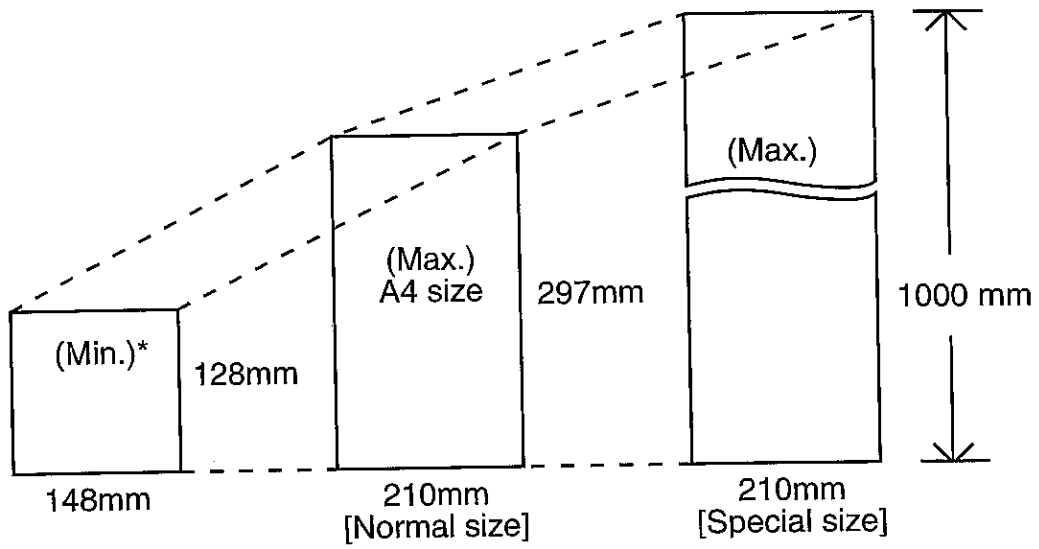
6. PREPARING FOR TRANSMISSION

A. TRANSMITTABLE DOCUMENTS

1. Document Sizes

Normal size	width	148 - 210mm
	length	128 - 297mm
Special size	length	297 - 1000mm

With special sizes, only one sheet can be fed into the machine at a time. Insert next page into feeder as current page is being scanned.



* Use Document carrier sheet for smaller documents (see p. 48).

2. Paper Thickness & Weight

Normal size	Thickness	0.06 - 0.12mm
	Weight	52 - 104g/m^2
Special size	Thickness	0.12 - 0.20mm
	Weight	104-157g/m^2

3. Document Types

- Normal paper
  Documents handwritten by pencil, fountain pen, ball point pen, or felt-tipped pen can be transmitted.
  Documents of normal contrast duplicated by a copying machine can also be transmitted.
- Diazo copy (blueprint)
  Diazo copy documents of a normal contrast may be transmitted.
- Carbon copy
  A carbon copy may be transmitted if its contrast is normal.

4. Cautions on Transmitting Documents

- Documents written in yellow, greenish yellow, or light blue ink cannot be transmitted.
- Ink, glue, and correcting fluid on documents must be dry before the documents can be transmitted.
- All clips, staples and pins must be removed from documents before transmission.
- Patched (taped) documents should be copied first on a copier and then the copies used for transmission.
- All documents should be fanned before inserting into the feeder to prevent double feeds.

B. AUTOMATIC DOCUMENT FEEDER CAPACITY

Number of pages that can be placed into the feeder at anytime is as follows:

Normal size: max. 10 sheets
Special size: single sheet only (manual feed)

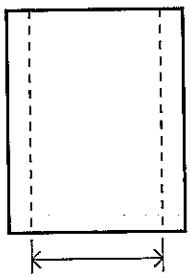
NOTES:

- When you need to send or copy more pages than the feeder limit, place additional pages in feeder when last page in feeder is being scanned.
- Place additional pages carefully and gently in feeder.
  If force is used, double-feeding or a document jam may result.

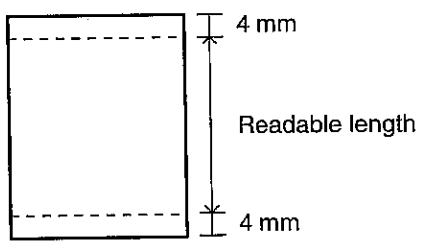
C. READABLE WIDTH & LENGTH

The readable width and lengh of a document are slightly smaller than the actual document size.
Note that character or graphics outside the effective document scanning range will not be read.

- **Readable width**
  210 mm max.



- **Readable length**
  This is the length of the document sent minus 4mm from the top and bottom edges.



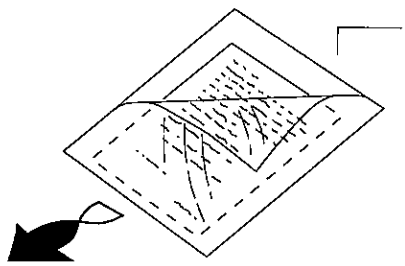
D. USE OF DOCUMENT CARRIER SHEET

A document carrier sheet must be used for the following documents, in case no copy of below mentioned critical document can be made.
This carrier sheet is supplied as service parts.

- Those with tears.
- Those smaller than size 148 mm (W) x 128mm (L).
- Carbon-backed documents.

NOTE:
To transmit a carbon-backed document, insert a white sheet of paper between the carbon back to the document and the document carrier.

- Those containing an easily separable writing substance (e.g., tracing paper written on with a soft, heavy lead pencil).



Place the document carrier in the document feeder with the clear film side down

Direction of insertion

NOTES:
- When using the document carrier, carefully read the instructions written on the back.
- If the document carrier is dirty, clean it with a soft, moist cloth, and then dry it before using for transmission.
- Do not place more than one document in the carrier at a time.
- Do not set two or more document carrier sheets in the document feeder at the same time.

7. SELECTION OF RESOLUTION KEY SETTINGS

Before a document is transmitted or copied, one of three resolution settings and one special contrast setting can be selected by using the **RESOLUTION** key:

RESOLUTION key settings

(1) STANDARD (resolution) - use this setting for ordinary documents and to achieve best transmission speed possible.

(2) FINE (resolution) - use this setting for documents with small characters or fine drawings, or when greater detail in the copy is desired.

(3) HALF-TONE - use this setting when your original document(s) contains photographs, illustrations, or gradations. These areas of the document will be reproduced in 16 shades of gray.

- DARK - use this setting to ensure the legibility of copies from very light originals.
  NOTE: The FO-130/226 has an Automatic Contrast Control. Therefore, the unit should normally be kept at the "AUTO" setting, unless document is very light.

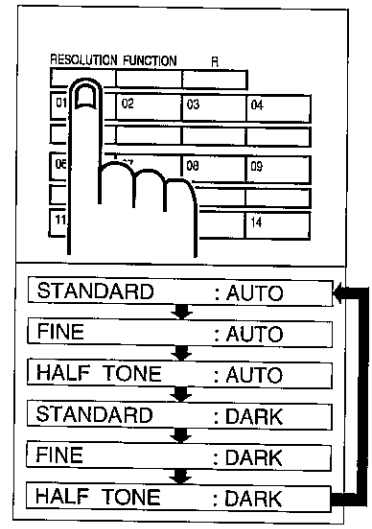
GENERAL NOTES:

- To check the reproduction quality of a document before changing the **RESOLUTION** settings, make a copy of the document on the unit and make any adjustments if necessary after reviewing copy.
- If you change the **RESOLUTION** key settings during a multipage transmission/copying operation, the change becomes effective with the following page.
- In transmission, if you do not select a special **RESOLUTION** key setting, the unit will automatically use the default resolution mode (STANDARD or FINE) as programmed in User Switch No. 1.

A. PROCEDURE FOR SELECTING THE RESOLUTION KEY SETTINGS

(1) Place document(s) face-down into the feeder.

(2) Press the **RESOLUTION** key one or more times to select the desired mode settings.
If the **RESOLUTION** key is pressed repeatedly, "STANDARD", "FINE" and "HALF-TONE" are displayed successively. Whenever this cycle is repeated, the display contrast is alternately changed between "AUTO" and "DARK".



8. COPY FUNCTION

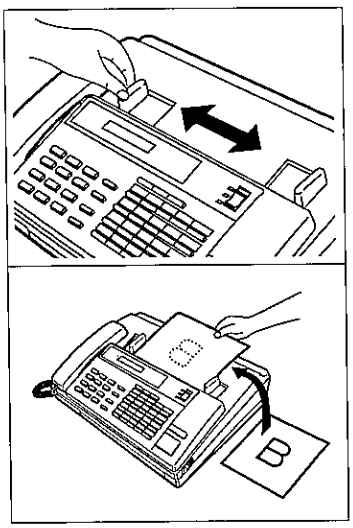
The FO-130/226 can make a sample copy of documents you may wish to transmit. This feature allows you to confirm how the copy would look at a receiving machine and to determine if the **RESOLUTION** key settings need an adjustment. With this function, the FO-130/226 can also act as a convenience copier when necessary.

NOTES:

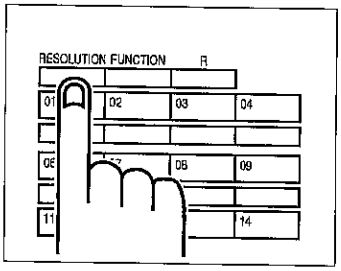
- If the **STOP** key is pressed during copying, copying will stop and the document will be discharged.
- During copy operation, the machine is in the MANUAL received mode.
  If a call comes in from a remote machine during this time, first make voice communication by picking up the handset.
  You can begin facsimile reception once the copying operation is completed by pressing the **START/COPY** key and hanging-up.
  Also you can use the **STOP** key to stop copying immediately.
- If you do not use the **RESOLUTION** key, the FINE and AUTO contrast mode is used automatically.

Procedure:

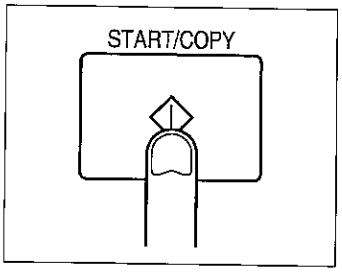
1. Adjust the document guide and place the document(s) face-down in the document feeder.
   Up to 10 sheets can be stacked at one time.
   The first page will be fed automatically into the machine about 25 mm.



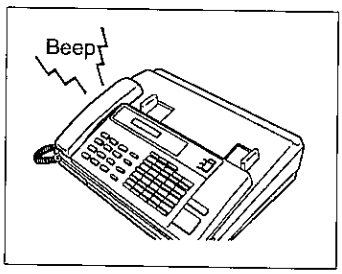
2. Select the resolution and contrast settings with the **RESOLUTION** key if necessary.
(Refer to "SELECTION OF RESOLUTION KEY SETTINGS", p. 49.)
(This step is optional.)



3. Press the **START/COPY** key. Copying will begin.



4. On completion of copying, the tone sounds for 1 seconds and the machine then returns to the "STAND-BY" mode.



9. IMMEDIATE TRANSMISSION

Documents can be transmitted to a remote unit using any one of the three following dialing methods:

A. Normal Dialing (using the handset or monitor speaker and entering a full telephone number.). (See p. 54)
B. Autodialing (using a Rapid Key, Speed-Dial Code or **REDIAL** Key). (See p. 56)
C. Direct Keypad Dialing (using a full telephone number without using the handset or monitor speaker). (See p. 58)

Note:

- Normal dialing can be used to transmit to a remote unit that is in the AUTOMATIC or MANUAL reception mode. Rapid Key, Speed-Dial Codes and Direct Keypad Dialing, though, should only be used to transmit to a remote unit that is in the AUTOMATIC reception mode. (A remote unit in the MANUAL reception mode usually requires that you do not press your **START/COPY** key and/or issue a fax tone until after you speak with the remote operator and wait for a fax tone from their unit. A remote unit in the MANUAL reception mode, therefore, is sharing a phone line with voice calls.)

- If a dialed number is busy, the FO-130/226 automatically enters the RECALL mode and redials the remote unit 2 times at 2.5 minute intervals.
  Austria Redials the remote unit 1 times at 2.5 minute intervals.

- To check the programmed autodialing numbers, print-out and refer to the Telephone List (See p. 82).

- If an intermittent alarm is heard during or after a transmission, check the alarm and display read-out meanings in the "Troubleshooting" section, p. 90.

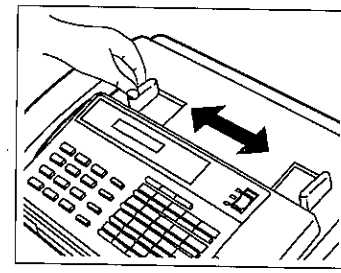
  Germany / Sweden FO-130/226 can not be used even for normal dialing with the machine turned off.

A. NORMAL DIALING

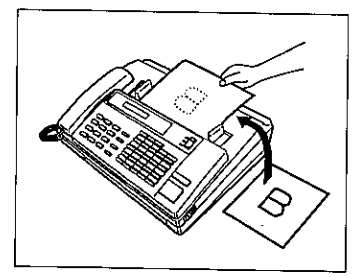
Procedure:

1. Make sure that the machine is in the "STAND-BY" mode.
   If the display doesn't read as noted, check to see if the POWER Switch has been turned on or if the power cord is properly connected.

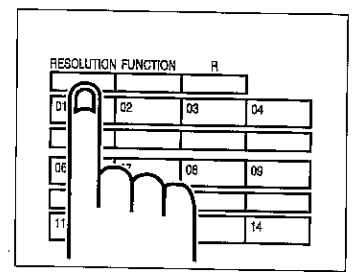
2. Adjust the document guide to the width of your document(s).



3. Place the document(s) face down in the document feeder.
   Up to 10 sheets can be stacked at one time. (Fan sheets first before insertion.) The first page will be fed automatically into the machine about 25 mm.

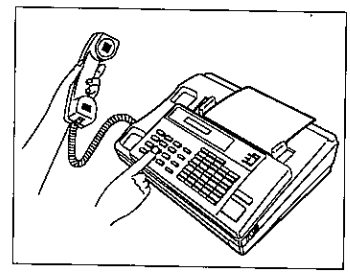


4. Select the **RESOLUTION** key settings if necessary. (Refer to "SELECTION OF RESOLUTION KEY SETTINGS," P. 49)
   (This step is optional.)



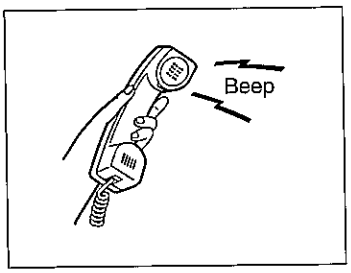
5. Pick-up the handset and dial the receiving machine by using the numeric keys.

   Dialing can also be done without picking up the handset (on-hook dialing). Press the **SPEAKER** key, listen for the dial tone and then dial.

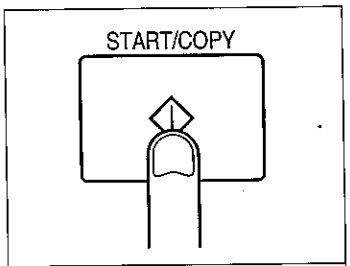


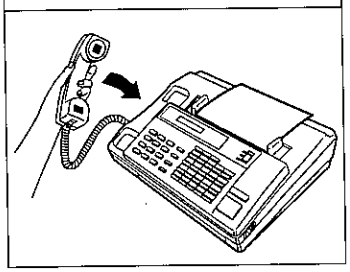
Continue

6. Wait for the connection and facsimile answer-back tone.
   If the remote unit is in manual reception mode, the remote operator must first press their **START/COPY** key after speaking with you. This then causes the remote unit to issue an answerback tone.

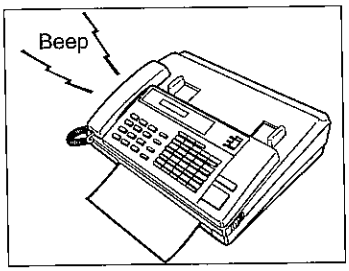


7. Press the **START/COPY** key, then hang-up the handset if used.





8. At the end of the transmission, the buzzer will sound for 1 second and then the machine returns to the "STAND-BY" mode. Pick-up your original document(s).

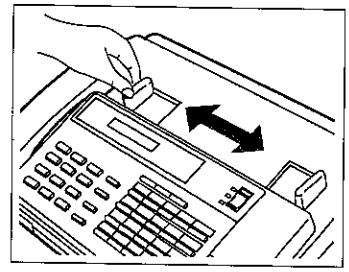


B. AUTODIALING

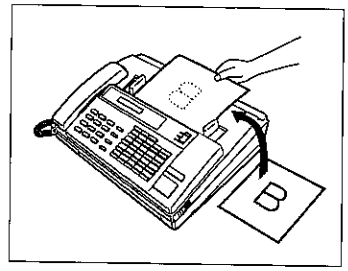
Procedure:

1. Make sure that the machine is in the "STAND-BY" mode.
   If it is not, check to see if the POWER Switch has been turned on or if the power cord is properly connected.

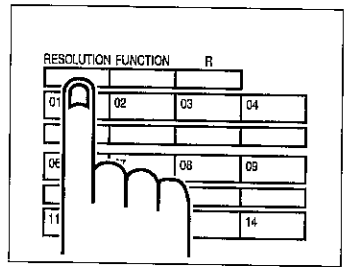
2. Adjust the document guide to the width of your document(s).



3. Place the document(s) face down in the document feeder.
   Up to 10 sheets can be stacked at one time. (Fan sheets first before insertion). The first page will be fed automatically into the machine about 25 mm.



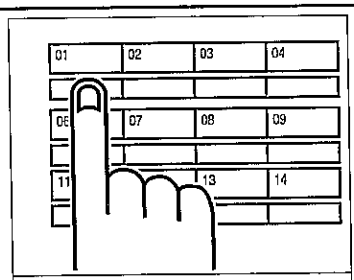
4. Select the **RESOLUTION** key settings if necessary.
   - Refer to p. 49, SELECTION OF RESOLUTION KEY SETTINGS.
   - (This step is optional.)



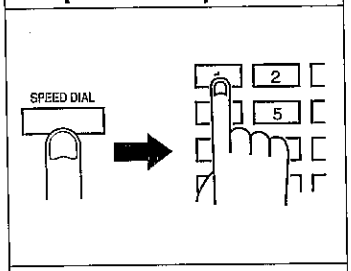
Continue

5. Select one autodialing method:

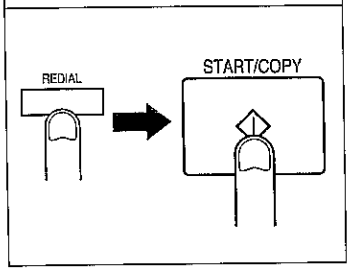
- For rapid dialing, press a **RAPID** key (01 to 20), transmission will start immediately.



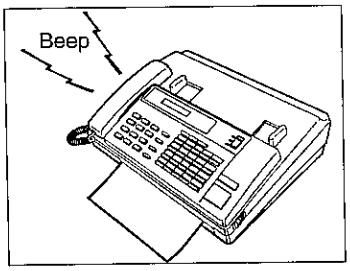
- For speed dialing, press the **SPEED** key, and then enter the 2-digit speed-dial code (21 to 50). Then press the **START/COPY** key to start the transmission.



- For redialing, press the **REDIAL** key. After the remote facsimile signal is heard, press the **START/COPY** key to start the transmiission.

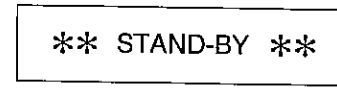


6. End of Transmission
   - If the document has been transmitted successfully, a beep (1 second) is heard, and then the facsimile returns to the "STAND-BY" mode.

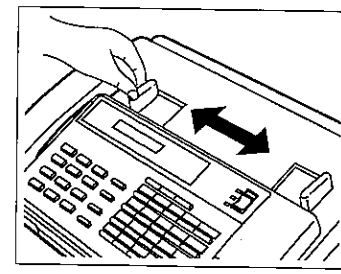


C. DIRECT KEYPAD DIALING

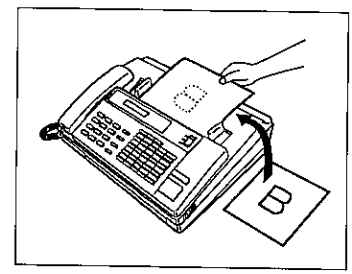
1. Make sure that the machine is in the "STAND-BY" mode.
   if the display doesn't read as noted, check to see if the POWER Switch has been turned on or if the power cord is properly connected.



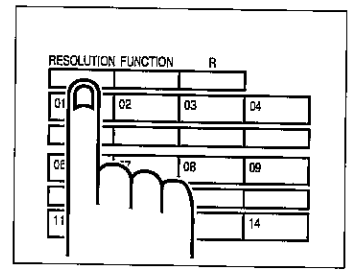
2. Adjust the document guide to the width of your document(s).



3. Place the document(s) face down in the document feeder.
   Up to 10 sheets can be stacked at one time. (Fan sheets first before insertion.) The first page will be fed automatically into the machine about 25mm.

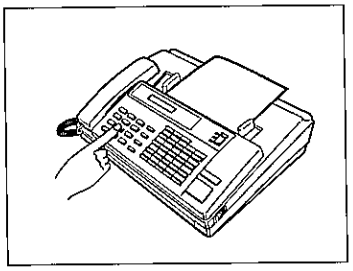


4. Select the **RESOLUTION** key settings if necessary. (Refer to "SELECTION OF RESOLUTION KEY SETTINGS," P. 49)
   (This step is optional.)

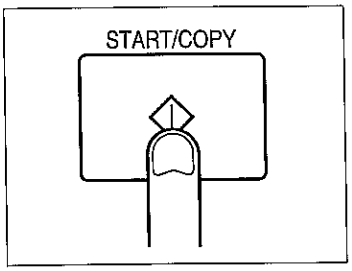


Continue

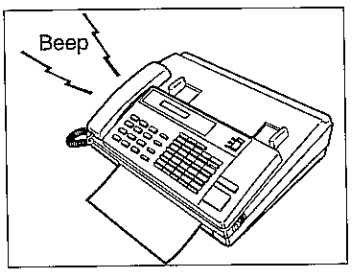
5. Without picking-up the handset or using the monitor speaker, dial the receiving machine's telephone number by using the numeric keys.



6. Press the **START/COPY** key to start transmission.



7. If the document has been transmitted successfully, the buzzer will sound for 1 second and then the machine returns to the "STAND-BY" mode. Pick-up your original document(s).



10. RECEPTION

The FO-130/226 has three basic modes of reception as follows:
(1) Automatic Reception (AUTO)
(2) Manual Reception (MANUAL)
(3) Answering Machine Hook-up (ANSWERING MACHINE)

Also covered in this section:

- Remote Transfer Passcode - allows you to connect an extension phone to the FO-130/226 and transfer a fax call, when necessary, from an extension touch-tone phone to the FO-130/226 for reception. (For more details see p. 42, switch 4)

Each basic mode has a number of variations, that can be selected by changing the settings of certain User Switches. Refer to page 40 for instructions on setting these switches. A review of these variation follows:

1. AUTO mode - for dedicated fax or shared fax/voice lines.

a) User Switch No. 2 (NUMBER OF RINGS TO ANSWER) - Set this switch for 1 ~ 2 or 5 rings. The fax unit automatically answers all calls after the set number of rings.
RECOMMENDATION: Select "1 ~ 2 RING" when all calls should be answered immediately by the fax unit - as on a dedicated fax line. Selecting "5 RINGS" will allow you to pick-up the call if desired before it is answered by the fax unit. (If a fax tone is heard, press the **START/COPY** key and hang-up.)

b) User Switch No. 3 (TEL/FAX AUTO CHANGE OVER) - This switch allows the user the ability to share a single telephone line for incoming voice and fax calls. Tel/Fax auto change function will operate only when two conditions are met: The receive mode switch is selected to "AUTO", and the user switch 3 is set to "1 (YES)", please note that the factory default setting (out of box) is set to "2 (NO)".
Set the FO-130/226 to Tel/Fax auto change function only when the unit is being used in an environment that will allow the employee/user to be present within the near proximity of the FO-130/226, thus having the ability to "hear" and "respond to" the pseudo ringing sounds which will be emitted by the machine when a voice call needs to be manually answered. On the other hand, fax calls will be automatically received without manual intervention, only when they are being transmitted by an automatic dialing remote facsimile machine.
Austria/Switzerland/Germany This function is not used.
RECOMMENDATION: Select "NO" if the fax unit is on a dedicated fax line. Select "YES" if the line is shared by fax and voice calls.

2. MANUAL mode - for shared fax/voice lines.

3. ANSWERING MACHINE mode - for a shared fax/voice line when a answering device (TAD) is connected to the FO-130/226 Germany/Austria This function is not used.

The following four functions can be used to ensure fax reception when an answering machine is connected to the FO-130/226.

a) QUIET DETECT TIME - This is when no sound is present on the phone line, this usually occurs when a caller hangs-up or when the caller starts a fax transmission after the OGM beep. For proper operation it is important for the FO-130/226 to detect a certain period of silence prior to switching to fax reception mode. Therefore, the default setting at the factory is "06" seconds, this setting should be sufficient time for most applications. But for applications where the TAD cuts off before "06" seconds, it may be necessary to change the setting to a lower number; for example "04" seconds. In some cases it may be required to increase the setting to "08" or "10" seconds if long periods of silence exist on the OGM. We recommend to leave the setting of "06" seconds, and if you experience reception problems, then set accordingly. A setting of "00" will disable this function.

b) OFF-HOOK HOLD TIME - This is the total length of time that is required by your TAD to complete a telephone call. The default factory setting for this function is "000" seconds; it is disabled. Unless you are experiencing reception problems we recommend that it remains in the factory setting. The available settings are from "000" to "255" seconds, the purpose for this function is to act as back-up for fax reception in conditions that cannot be controlled otherwise.

c) SELECTING THE AUTO RCV. - This is a back-up feature for when the TAD fails to operate due to malfunctions or when it runs out of tape. When this function is set to "YES", and if the TAD fails to answer, then the FO-130/226 will be activated upon the 5th ring to receive a fax. The default factory setting is "NO"; it is disabled. When it is left in the "NO" settig and the TAD fails to answer, then no action will be taken by the FO-130/226, thus the phone line continues to ring. If you have experienced reoccurring problems with your TAD, then set this function to the "YES" setting.

d) QUIET DETECT START TIMING - This is the elapsed time from initial answering of a call to when the FO-130/226 begins detecting for a silent period. The default setting at the factory is set to "00" seconds; it is disabled. The available settings are from "00" to "15" seconds, it may be necessary to change this setting when the OGM on the TAD has long periods of silence, thus in order to prevent premature fax reception select the appropriate setting.

Also covered in this section

- Extension Telephone Transfer - allows you to transfer a fax call, when necessary, from an extension touch-tone phone to the FO-130/226 for reception.

A. AUTOMATIC RECEPTION (for a dedicated fax line)

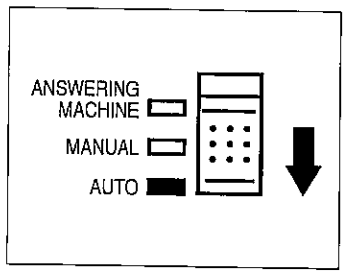
With this set-up, the FO-130/226 automatically answers all calls after one or six rings, and starts reception without operator assistance. This set-up is normally used when the telephone line is dedicated to fax for automatic reception.

NOTES:

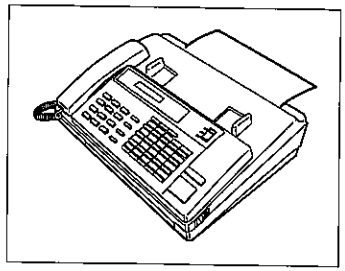
- If "5 rings" is selected with User Switch No.2, it is then possible to speak with the caller if the handset is picked-up before the call is answered by the fax unit. To allow fax reception afterwards, press the **START/COPY** key and hang-up.
- The Extension Telephone Transfer function can also be used with this set-up if an extension phone is properly connected to FO-130/226 (Refer to p. 73.)
- Set User Switch No. 2 (NUMBER OF RINGS TO ANSWER) to "1~2" or "5" rings. (P. 40)
- Set User Switch No. 3 (TEL/FAX AUTO CHANGE) to "NO." (P. 40)

Procedure:

1. Set the **RECEIVE** switch to the AUTO position, located on the operation panel of the machine.



2. The AUTO receive mode is now selected. When a call comes in, the telephone will ring either 1~2 or 5 times (depending upon setting of User Switch No. 2). The machine answers the call, and reception begins. (If the remote operator is manually sending a document, they press their **START** key after hearing a fax tone issued by the FO-130/226, and they hang-up their handset.)



3. Upon completion of reception, a 1-second beep will sound and the fax returns to the "STAND-BY" mode.

B. AUTOMATIC FAX/PHONE CHANGEOVER (For line sharing of Fax & Voice calls)

With this special function, the FO-130/226 determines if an incoming call is a fax or voice type call. If the FO-130/226 detects a fax tone on the line from a remote unit, reception begins automatically. If it is a voice call or a fax operator waiting for a fax tone from your unit, the FO-130/226 will sound a pseudo ring on its own handset with a different tone to signal the user to pick-up. It is thereby possible to conveniently use one telephone line for both voice and fax communications.

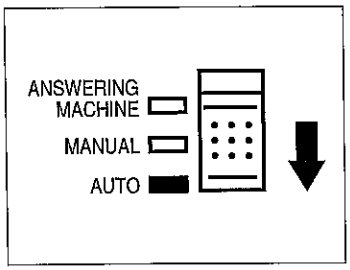
Austria/Switzerland/Germany This function is not used.

NOTE:

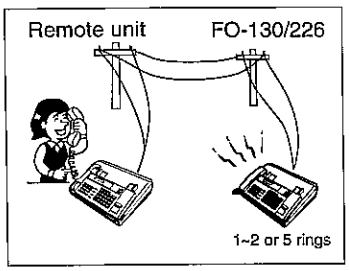
- Set User Switch No. 3 (TEL/FAX AUTO CHANGE) to "YES". Refer to P. 40.
- Set User Switch No. 6 (PSEUDO RINGING DURATION) to 15, 30, 60 or 120 seconds. Refer to P. 40.

Procedure:

1. Set the **RECEIVE** switch to the AUTO position.

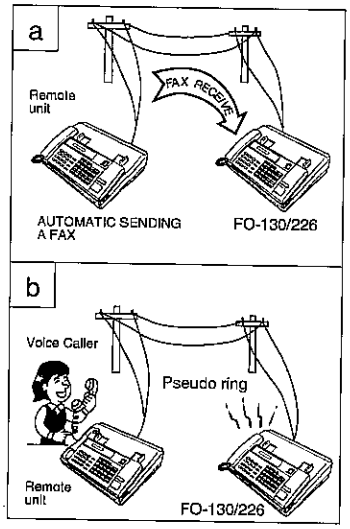


2. When a call comes in, the FO-130/226 answers the call after 1~2 or 5 rings, depending upon the setting of User Switch No. 2.

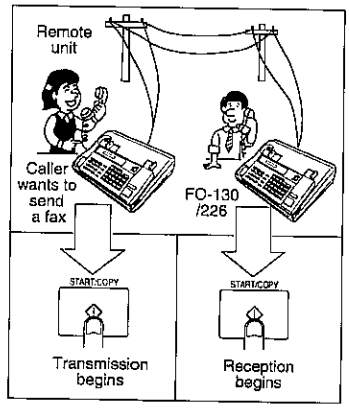


Continue

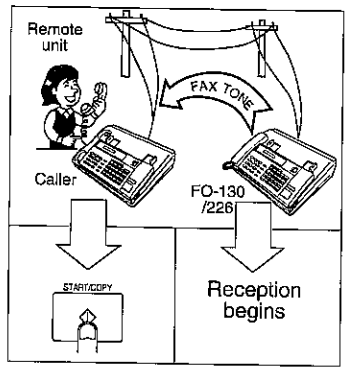
3. One of the following routes is then taken by the FO-130/226.
   a) If the remote caller is conducting an automatic transmission (using their autodialer, for example), reception at the FO-130/226 begins when a fax tone is detected from the remote unit.
   b) If the incoming call is a voice call, or if the remote caller is manually sending a transmission (waiting for a fax tone from the FO-130/226, the handset on the FO-130/226 will start ringing again with a distinctive pseudo ring tone for a predetermined length of time which is set with User Switch No. 6 (PSEUDO RINGING DURATION).



4. If during pseudo ringing the handset is picked-up, and if reception is needed, both parties press their **START/COPY** keys and hang-up.



5. If the handset on the FO-130/226 is not picked up within the pseudo ringing duration time-out, the FO-130/226 automatically issues a fax tone - allowing reception to begin with a remote operator who is manually conducting the transmission. (Caller now press their **START** key and hang-up their handset.)



6. Reception begins. Upon completion, a 1-second beep will sound as notice and the machine returns to the "STAND-BY" mode.

C. MANUAL RECEPTION

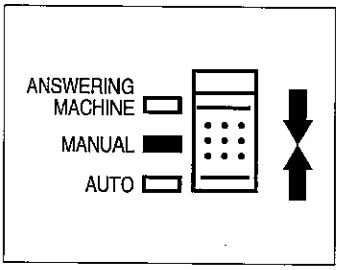
Manual reception mode can be used in an environment where the user wants to answer all incoming calls manually and talk to the other party, although, if fax reception is required, by pressing the **START/COPY** key reception will be initiated. If an extension telephone is properly connected to the FO-130/226, then TEL/FAX Remote No. function allows the added ability to answer a call on an extension phone and if needed transfer the call to the FO-130/226 for fax reception. (Note: the extension phone must be plugged into the TEL-SET jack at the rear of the FO-130/226 for proper operation).

NOTE:

- When in the MANUAL mode, do not leave documents in the automatic document feeder.

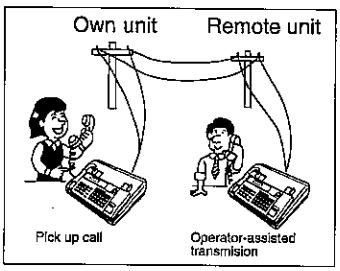
Procedure:

1. Set the **RECEIVE** switch to the **MANUAL** position, located on the right side of the operation panel.

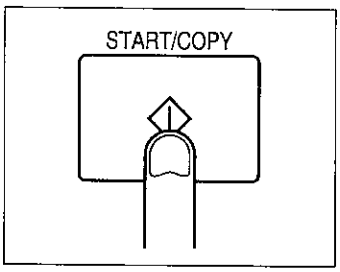


2. Pick-up the handset when the telephone rings. You can now speak with the person on the other end of the line as in a normal telephone call.

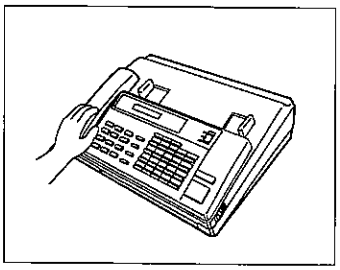
   NOTE:
   If the call is from a fax machine using automatic dialing, you will hear a fax tone. Then go immediately to the next step.



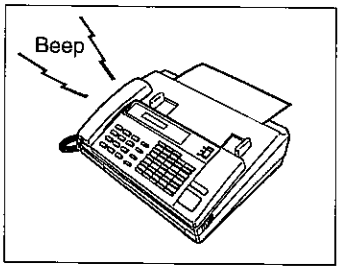
3. If after voice communication, document reception is required (or a fax tone is heard), check that no documents are in the feeder and then press the **START/COPY** key.



4. Hang-up the handset.
   Fax reception begins.



5. When reception is completed, a 1-second beep will sound as notice and the fax unit returns to the "STAND-BY" mode.



D. ANSWERING MACHINE HOOK-UP

Answering Machine mode allows the user with the ability to connect an external TAD (Telephone Answering Device) to the FO-130/226. Once properly connected to the TEL. SET jack of the FO-130/226 or to the wall jack, the TAD will be able to record incoming voice calls and the FO-130/226 will be able to print faxed documents. Prior to leaving the office set the TAD to answer mode and set the FO-130/226 to answering machine mode, when the phone line rings all calls will first be answered by the TAD, then depending on the type of calls; voice messages will be recorded on the TAD and faxed documents will be printed on the FO-130/226.
Austria/Germany This function is not used.

Note:

- To ensure fax reception when a fax tone is not detected on the line by the FO-130/226, or when a call is not picked-up within 5 rings by the answering machine, the following four functions should be set to the desired settings: Quiet Detect Time (p. 69). Off-Hook Hold Time (p. 70). Selecting the Auto Receive (p. 71). Quiet Detect Timing (p. 72).

- In order to get maximum use from the ANSWERING MACHINE mode, you should first change the outgoing message (OGM) on your TAD.
  A typical sample message would be:
  HELLO, YOU HAVE REACHED JOHN DOE CORP. NO ONE IS AVAILABLE AT THIS TIME, PLEASE LEAVE A VOICE MESSAGE OR START A FAX TRANSMISSION AFTER THE TONE. THANK YOU.

- The receive switch must be set to the ANSWERING MACHINE setting.

- The Automatic Fax/Phone Changeover function will not operate with an answering machine hook-up regardless of the setting of User Switch No. 3 (TEL/FAX AUTO CHANGE). To use Auto Changeover when you are "in", turn off the TAD and set the receive switch to the AUTO position. Keep User Switch No. 3 (TEL/FAX AUTO CHANGE) to the "YES" setting.

- In some instances when only fax messages are received, your answering machine may still indicate that a voice message has been left, even though none were actually received.

- When the sound level of the communication is low (due to a poor telephone connection), the FO-130/226 and/or the TAD may not function properly.

- Your TAD should be set to answer all calls after 2 or more rings but less than 4 rings. (If it is set to answer on 1 ring, fax reception may not take place. If it is set to 5 or more rings, and If SELECTING THE AUTO RCV. of the FO-130/226 is set to "YES", then all calls would be answered by the FO-130/226 - not allowing a voice message to be left.)

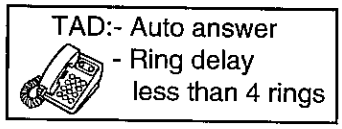
- Do not manually answer calls on the extension phone while the fax is in the A.M. mode, as the conversation may be interrupted by the fax.

1. Connecting an Answering Machine

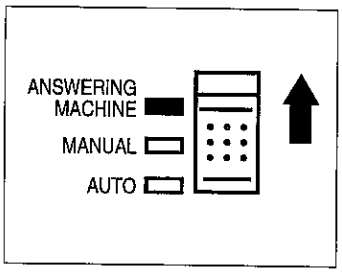
Procedure:

1. Attachment of the answering machine must be performed by the installing technician. If required please contact your local Sharp dealer.

2. Set your answering machine to auto-answer. (Make sure you changed the OGM.)



3. Set the Receive switch on FO-130/226 to the ANSWERING MACHINE setting.



4. If experiencing reception problems you may have to reprogram the QUIET DETECT TIME, OFF-HOOK HOLD TIME, SELECTING THE AUTO RCV. and QUIET DETECT START TIMING functions as back-up for fax reception. See P. 69.

PROGRAM ITEM	FACTORY SETTING
QUIET DETECT TIME	06 SEC
OFF-HOOK HOLD TIME	000 SEC
SELECTING THE AUTO RCV.	NO
QUIET DETECT START TIMING	00 SEC

5. In your absence, when the phone line rings your TAD will answer first. If the caller is an auto dialing facsimile unit, the documents will print automatically.
   After reception of documents both units will reset for the next call.

2. Quiet Detect Time

- Quiet Detect Time is when no sound is present on the phone line, this usually occurs when a caller hangs-up or when the caller starts a fax transmission after the OGM beep. For proper operation it is important for the FO-130/226 to detect a certain period of silence prior to switching to fax reception mode. Therefore, the default setting at the factory is "06" seconds, this setting should be sufficient time for most applications. But for applications where the TAD VOX cuts off before "06" seconds, it may be necessary to change the setting to a lower number; for example "04" seconds. In some cases it may be required to increase the setting to "08" or "10" seconds if long periods of silence exist on the OGM. We recommend to leave the setting of "06" seconds, and if you exprience reception problems, then set accordingly. A setting of "00" will disable this function.

- A call may incorrectly switch to the fax reception mode during the recording of the caller's (incoming) voice message if the caller pauses for any long periods of time. If this occurs, it is recommended to change the QUIET DETECT TIME to a longer setting.

- The QUIET DETECT TIME should be longer than any period of silence that may be recorded at the end of your outgoing message (OGM) on your TAD - - otherwise, a call will switch to fax reception and not allow the caller to leave a voice message.

Programming procedure:

Step	Operation	Description
1	FUNCTION [ ], [0], [#]	Selects the "QUIET DETECT TM." mode.
2	[0], [6] (For example)	Enter 2 digits using numeric keys. (00 to 10 sec.) 00: Non Detection
3	(Go to next program) or STOP [ ]	Go to program "OFF HOOK HOLD" Or press the **STOP** key to return machine to the "STAND-BY" mode.

3. Off-Hook Hold Time

- Off-Hook Hold Time is the total length of time that is required by your TAD to complete a telephone call. The default factory setting for this function is "000" seconds; it is disabled. Unless you are experiencing reception problems we recommend that it remains in the factory setting. The available settings are from "000" to "255" seconds, the purpose for this function is to act as back-up for fax reception in conditions that cannot be controlled othewise.

- If you are having trouble receiving faxes in the ANSWERING MACHINE mode, you can try various settings of this switch to see if it helps. You can select any time from "000" to "255" seconds. If the OFF-HOOK HOLD TIME is set greater than "000", it should be set for a period that will allow sufficient time for the playback of your TAD's outgoing message (OGM), and for the recording of the caller's incoming voice message - otherwise the call will switch abruptly to the fax reception mode.
  Example: If your outgoing message is 20 seconds, and you allow callers 30 seconds for a voice message, you should set this switch for greater than 50 seconds. In this way, a call will switch over to the FO-130/226, 50 seconds after it is picked-up by the TAD.

- When TAD equipped with remote message retrieval is being used, please keep in mind that during the remote playback of incoming messages (ICMs), the maximum playback time will be restricted to the preset OFF-HOOK HOLD TIME setting of the FO-130/226.
  This means that if you preset this switch to 60 seconds for example, and if the total number of ICMs last more than 60 seconds combined, the call will automatically switch over to the FO-130/226 after 60 seconds - preventing you from listening to all your ICMs.

Programming procedure:

Step	Operation	Description
1	FUNCTION , 0 , # , #	Selects the "OFF-HOOK HOLD." mode.
2	0 , 3 , 5 (For example)	Enter 3 digits using the numeric keys. (000 to 255 sec.)
3	(Go to next program) or STOP	Go to program "SELECT AUTO RCV". Or press the **STOP** key to return machine to the "STAND-BY" mode.

4. Selecting the Auto Rcv. (When ANSWERING MACHINE (TAD) does not work)

Normally, when the FO-130/226 is set to the ANSWERING MACHINE mode, the connected TAD picks-up all calls first. If the call, though, is not picked-up by the TAD within 5 rings
- such as when the TAD's incoming message capacity is full, or the TAD is not turned-on
- this function directs the FO-130/226 to answer the call and issue a fax tone to allow reception if necessary. The default factory setting is "No".

Programming procedure:

Step	Operation	Description
1	FUNCTION [ ], [0], [✳], [✳]	Selects the "SELECT AUTO RCV." mode.
2	[1] (For example)	Enter one digit using a numeric keys. (1 or 2) 1: YES (Permitted) 2: NO (Not permitted)
3	(Go to next program) or STOP [ ]	Go to program "QUIET START TIME". Or press the **STOP** key to return machine to the "STAND-BY" mode.

5. Quiet Detect Start Timing

Quiet Detect Start Timing is the elapsed time from initial answering of a call to when the FO-130/226 begins detecting for a silent period. The default setting at the factory is set to "00" seconds; it is disabled. The available settings are from "00" to "15" seconds, it may be necessary to change this setting when the OGM on the TAD has long periods of silence, thus in order to prevent premature fax reception select the appropriate setting. As a guide, this switch should be set for a period of time that is slightly longer than the pause time which may exist between the time the calls picked-up to the time the OGM begins playing.

Note:
This switch is preset at the factory to :"00", we recommend that you leave it set to "00" unless a long pause exists in the OGM.

Programming procedure:

Step	Operation	Description
1	FUNCTION [ ], [0], [✳]	Selects the "QUIET START TIME" mode.
2	[0], [0] (For example)	Enter 2 digits using the numeric keys. (00 to 15 sec.)
3	(Return to P. 69) or STOP [ ]	Returns to "QUIET DETECT TM." Or press the **STOP** key to return machine to the "STAND-BY" mode.

E. EXTENSION TELEPHONE TRANSFER

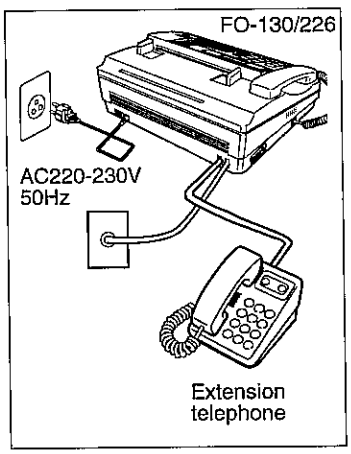
In addition to having a built-in telephone, the FO-130/226 also has an extension telephone jack. With an extension telephone connected to this jack, it is possible to transfer a fax call from the extension phone to the FO-130/226. This function, therefore, eliminates the need to walk-up to the fax unit and press the **START/COPY** key if the call is originally picked-up at the extension.

NOTES:

- This function will only operate with a push-button type extension telephone on a touch-tone line. Transfer, therefore, is not possible with a rotary type phone or on a pulse line.
- The FO-130/226 should be the first connection on the telephone line. (connection of an extension line may require service of local telephone company.)
- To transfer a fax call from an extension to the FO-130/226 for reception, the TEL/FAX Remote No. (0 to 9) as set with User Switch No. 4, and the ✳ key must be entered on the extension phone. To check current setting of User Switch No. 4, print-out and refer to User Switch List (See P. 82). To change setting if you experience problems in transferring a call, refer to "User Switches", P. 40.
- The transfer passcode is originally set to "**5**" "✳"

1. Connecting an Extension Telephone

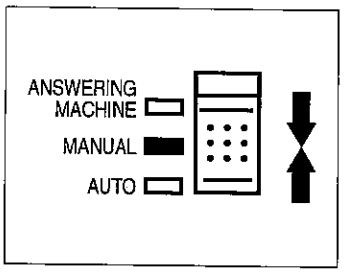
Connect the telephone line, that leads from the extension telephone, to the jack on the back of the FO-130/226 marked "TEL. SET" or to the wall jack.
(depending on country requirement)
Germany/Austria/Sweden/Finland/Portugal
Not existing.



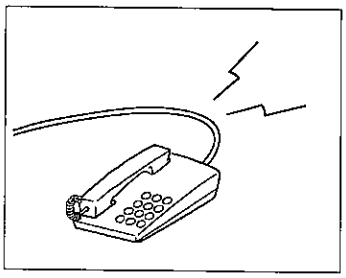
2. Using the Extension Transfer Feature

Procedure:

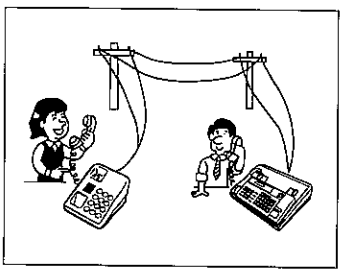
1. Set the **RECEIVE** switch on the operation panel of the FO-130/226 to one of three position.



2. When a call comes in, the extension telephone and FO-130/226 will ring.

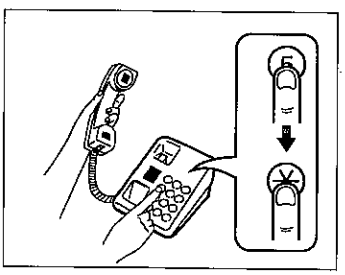


3. Pick-up the extension telephone handset before the call is answered by the fax unit. Speak with the caller. If someone is trying to send you a fax, using automatic dialing, i.e., an intermittent fax tone will be heard, go to step 5.



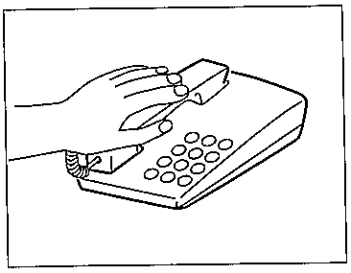
4. To receive a fax transmission on the same call after a conversation, ask the caller to press their **START** key.

5. Enter the TEL/FAX Remote No. ("0" to "9") as programmed (refer to p. 42), and then press the ✳ key on the keypad of the extension telephone.
   The call will be transferred to the FO-130/226, the machine enters the receive mode, and reception begins.



Continue

6. Hang-up the handset of the extension telephone.

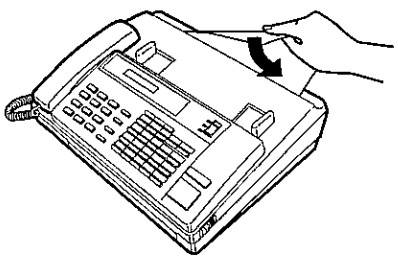


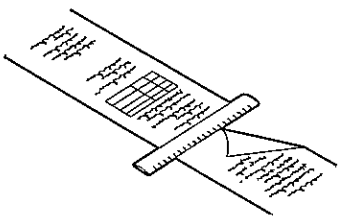
F. CUTTING THE RECORDING PAPER

FO-130

After receiving or copying, cut the recording paper as follows:

- Grasp the paper by the edge and pull upward.
- When there are several pages of documents, the recording paper is printed in one-long piece. Cut along the dotted line.





FO-226

The FO-226 automatically cuts the recording paper page-by-page as documents are received.

11. VOICE COMMUNICATION (USE AS A TELEPHONE)

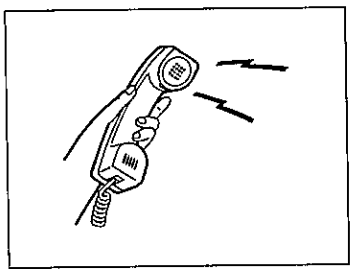
The FO-130/226 can be used as a regular telephone to place and receive voice calls, and if you have programmed regular telephone numbers into the autodialer, then the Rapid keys and Speed dial codes can be used to automatically dial the other parties. Convenient **HOLD** and **REDIAL** keys are also available for use.

Germany / Sweden FO-130/226 can not be used even for nomal dialing with the machine turned off.

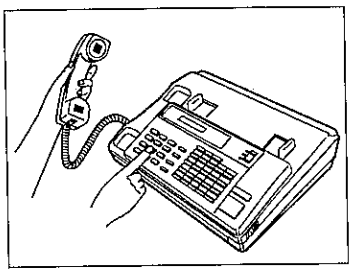
A. NORMAL DIALING USING HANDSET

Procedure:

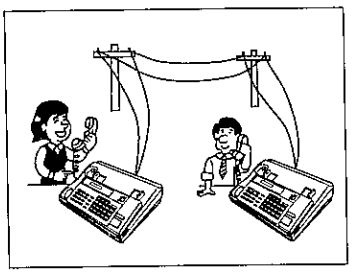
1. Pick-up the handset and make sure that the dial tone is heard.



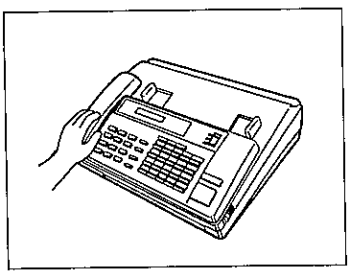
2. Dial the telephone number with one of the following methods:
   - Enter a full telephone number with the numeric keys.
   - Press the **REDIAL** key to redial the last number if it was busy.
   - Press a Rapid Key (01 to 20).
   - Press the **SPEED** key and then enter a 2-digit speed-dial code (21 to 50).



3. Speak with the person on the other end of the line when they answer the call.



4. When conversation is completed, hang-up the handset.

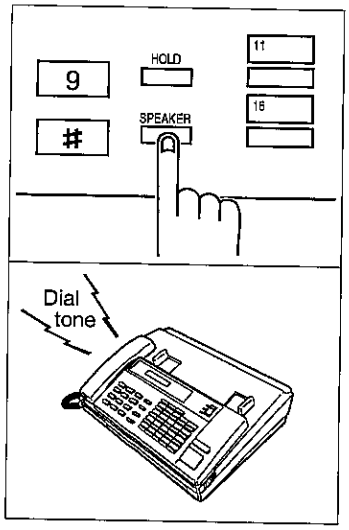


B. ON-HOOK DIALING USING THE MONITOR SPEAKER

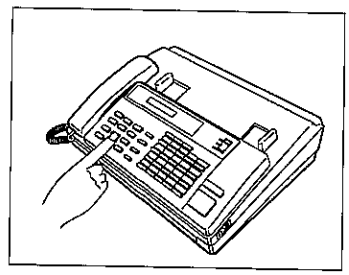
Using this procedure, you do not have to pick-up the handset until your call is answered.

Procedure:

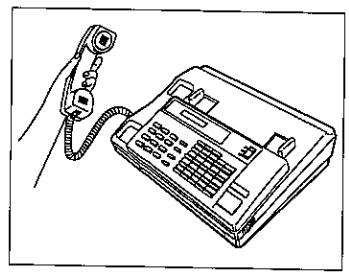
1. Press the **SPEAKER** key to hear a dial tone through the monitor speaker.



2 Dial the telephone number with one of the following methods:
- Enter a full telephone number with the numeric keys.
- Press a Rapid Key (01 to 20).
- Press the **SPEED** key and then enter a 2-digit speed-dial code (21 to 50).



3. Pick-up the handset when you hear the party at the other end of the line answer your call. The **SPEAKER** mode is automatically released when you pick-up the handset.



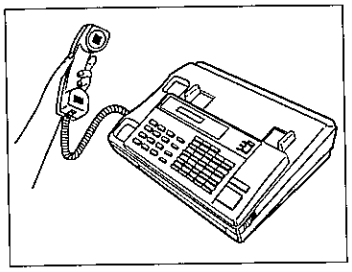
4. When conversation is completed, hang-up the handset.

C. REDIALING

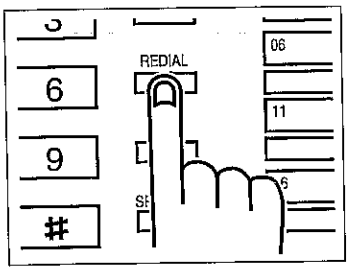
This function is used to redial the last number dialed.

Procedure:

1. Pick-up the handset and make sure that the dial tone is heard.
   (possible to use REDIAL key without picking-up the handset)



2. The last number dialed can be redialed by pressing the **REDIAL** key.



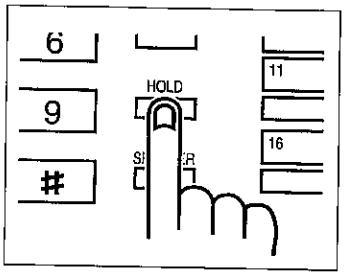
3. When the party on the other end of the line answers your call, (pick-up the handset if monitor speaker is being used) and start conversation.

D. HOLDING

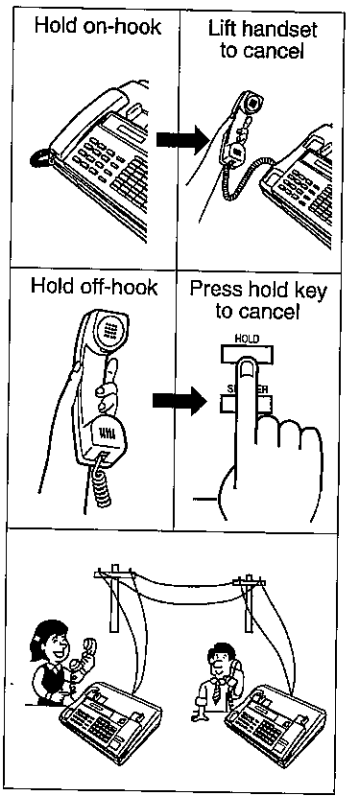
It is possible, during a telephone conversation, to put the other party on hold.

Procedure:

1. When the **HOLD** key is pressed, the other party cannot hear your conversation. Also, during "HOLD" the handset can be placed back into the holder without cutting off the line.



2. Pick-up the handset to release the HOLD mode and return to the conversation. (If the handset is left off the hook during HOLD, press the **HOLD** key again to release the HOLD mode.)



E. PBX RECALL

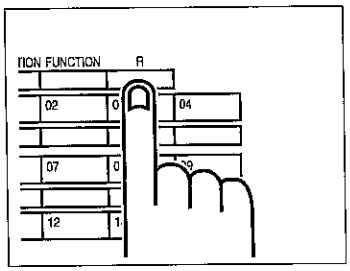
When used as a P.B.X. extension this facility allows the following P.B.X. functions to be utilized.

- **Enquiry Call**
  During a call, you can hold the other party, make another call (internal or external), and then come back to your original caller.

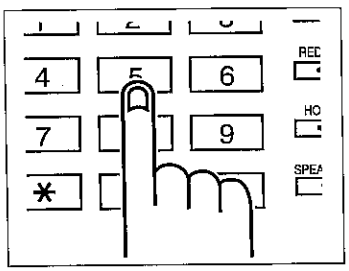
- **Transfer Call**
  During a call, you can hold the other party, and then transfer the call from your own extension to another extension on the system, without operator assistance.

- **NOTE:**
  This machine can be operated on either earth or time break recall, systems please refer to the installation engineer for the correct recall setting.

1. During a telephone conversation, when the **R** key is pressed, the other party cannot hear your conversation.



2. On hearing the dial tone you can then proceed to dial your enquiry/transfer call.



3. Hang-up the handset after another party answers.

12. REPORTS AND LISTS

Three lists are available for print-out on demand: (1) Telephone List; (2) User Switch List; (3) Passcode List. The Transaction Report prints-out automatically according to the setting of User Switch No. 5 (TRANSACTION REPORT PRINTING MODE).

A TELEPHONE LIST

Telephone List - provides information on all programmed autodialing numbers.
Indicated is the label name and telephone number entered for each Rapid Key (01-20) and Speed-Dial Code (01-50) is printed. (Number 01-20 is common for Rapid Key and Speed-Dial Code.)

Print-out Procedure:

Machine in "STAND-BY" mode → [FUNCTION] → [2] → [#] → [START/COPY] → Print-out begins

B. USER SWITCH LIST

The User Switch List indicates the current settings of the 8 User Switches.
Note: For a full explanation and programming procedure of each User Switch, refer to "User Switches", P. 40.

Print-out Procedure:

Machine in "STAND-BY" mode → [FUNCTION] → [2] → [#], [#] → [START/COPY] → Print-out begins

NOTE:

Austria/Switzerland/Germany

User switches 3 and 6 cannot be set. "NOT USED" will be printed.

C. PASSCODE LIST

The Passcode List is divided into two sections:

(1) Header Print - presents a sample of the Header imprint line that is added to the top of all transmitted copies. Included is the SENDER'S NAME (TTI), SENDER'S PASSCODE (telephone number (RTI)) and page number.
The RTI also appears in the display and reports of remote units.

(2) Answering machine mode
- QUIET DETECT TIME .....(To change settings see p. 69)
- OFF HOOK HOLD .....(To change settings see p. 70)
- SELECT AUTO RECEIVE .....(To change settings see p. 71)
- QUIET DETECT START TIMING .....(To change settings see p. 72)

Germany / Austria It is not output.

Print-out Procedure:

Machine in "STAND-BY" mode → FUNCTION → 2 → ✳ → START/COPY → Print-out begins

D. TRANSACTION REPORT

The Transaction Report indicates the type of transaction, remote unit name or number, number of pages involved and result. Reference notes are given to identify the cause of any communication errors. Print-out of this report is controlled by the setting of User Switch No. 5 as follows:

Germany Only 3 possibility: no "NEVER PRINTS" mode.

- When "1 (ALWAYS PRINTS)" is selected, a Transaction Report is printed-out automatically after each transmission and reception.
- When "2 (ERROR PRINT)" is selected, a Transaction Report is printed-out only when a communication error occurs during a transmission or reception.
- When "3 (SEND ONLY)" is selected, a Transaction Report is printed-out only after each transmission only.
- When "4 (NEVER PRINTS)" is selected, print-out is disabled altogether.

NOTES:
- For description of Communication Error Codes, refer to p. 97.
- For programming procedure of User Switches, refer to p. 40.

1. Transaction Report Column Descriptions:

SENDER/RECEIVER : Remote facsimile telephone number to/from which transmission/reception was carried out.
However, if the remote machine does not have an ID function, then the communication mode is printed out on the Transaction Report in place of the remote machine's telephone number.
G3: the remote unit is a G3 machine.
G3S: the remote unit is a SHARP G3 machine.

PAGES : Number of pages transmitted or received.

NOTE : Communication result.

2. Explanation of Notes:
(type and result of communication)

OK : Facsimile transmission/reception was successful.

P.FAIL : Power failure occurred.

JAM : Document jam occurred, paper compartment cover is opened, or reception or transmission was attempted of a document over the allowed size.

NO PAPER : No recording paper.

COM.E-0
|
COM.E-7 : An unsuccessful transmission/reception occurred (line error).
The error codes are 0 to 7 (refer to page 97).

CANCEL : Remote unit has requested transmission using a function not available with FO-130/226, or **STOP** key was pressed to stop the machine just before the start of transmission or reception.

13. USER MAINTENANCE

A. RECOMMENDED THERMAL RECORDING PAPER

The following Sharp-brand thermal paper is available for the FO-130/226. It is recommended to assure long life of the machine and to obtain the best possible reproduction quality.

FO-20PR6 THERMAL PAPER 216mm X 30m rolls, 6 rolls per carton

NOTES:

- Use only the specified type of recording paper.
- Paper is available from your authorized Sharp Facsimile Dealer.
- Using non-Sharp brand paper may result in damage to the machine, poor copy quality and excessive residue build-up on the thermal recording head.
- A black strip is marked on the last 5 feet of the roll. If reception is continued beyond this point, creases often appear on the paper, so we recommend that you change the roll immediately when the black stripe appears.

B. CAUTIONS ON STORING THERMAL PAPER

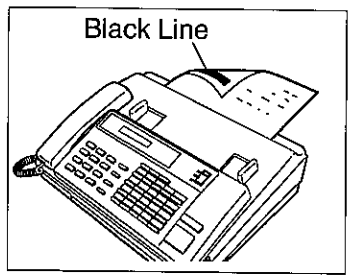
Pay attention to the following points when storing the recording paper.

- Do not store the recording paper in a place subject to high humidity or temperature since in such a condition the paper becomes more susceptible to discoloring.
- Do not store the recording paper in a place subject to direct sunlight (such as near a window), as this will cause the recording paper to discolor.
- The recording paper may become discolored in the following cases:
    * Rubber-derived glue, thinner bond, or stick glue is used.
    * Contact with a freshly duplicated Diazo (blueprint) copy.
    * Contact with a rubber eraser or adhesive tape.
    * The paper is scratched, causing friction heat.
- Do not unpack the recording paper until you are ready to use it.

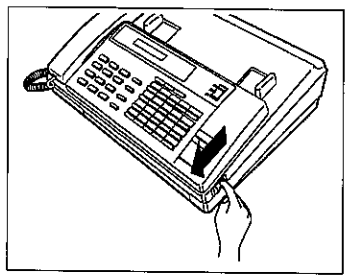
C. REPLACING THE RECORDING PAPER

From time to time, you should check the amount of remaining recording paper. When the recording paper is out, the display reads "NO PAPER", and reception and copying are no longer possible. Immediately replace the paper roll with a new one.

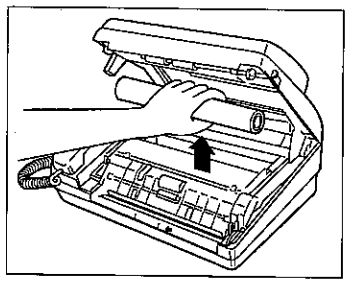
1. When the recording paper is coming to an end, a black line appears on the back of the paper.



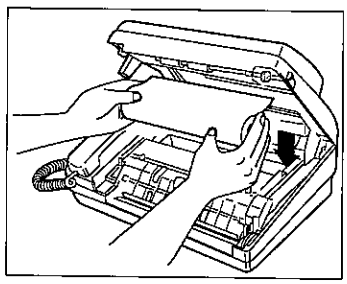
2. Pull the operation panel open knob and open the operation panel. The buzzer will sound for 5 seconds.



3. Remove any remaining paper.



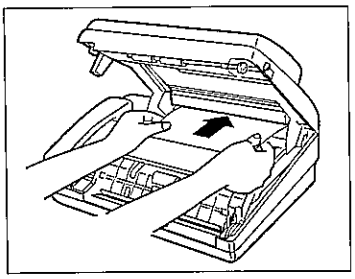
4. Place a new paper roll in the compartment.
   - Insert the paper so that it unrolls from the top as shown.



Continue

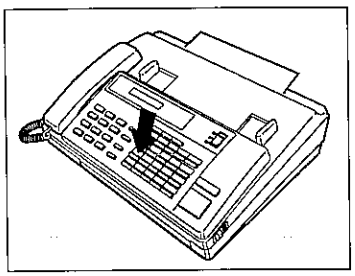
5. Insert the leading edge of the paper under the paper guide (FO-226 paper cutter guide) and push it out through the received document exit.

   - Important: Remove any slack from the paper. If this is not done, it may jam.



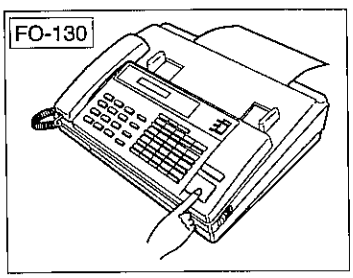
6. Close the operation panel by gently pushing down on the center.

   FO-226
   A short length of the recording paper will be fed out and cut off.

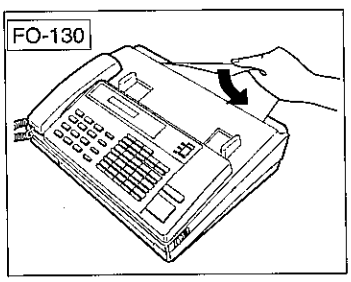


7. FO-130 Press the **START/COPY** key. The recording paper is fed out about 10cm.

   - If the paper is not fed-out, repeat the procedure. (After removing the paper, try the procedure from step 4 again.)

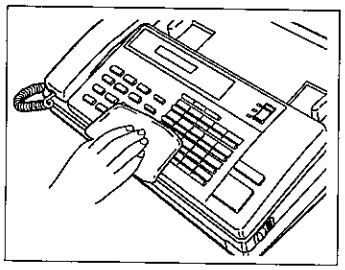


8. FO-130 Then tear off the paper manually by pulling the paper up against the paper cutter.



D. CLEANING THE HOUSING

Wipe the external surface of the machine, document feeder, etc., with a dry cloth. Never use benzene or thinner. These solvents may damage or discolor the unit or parts.

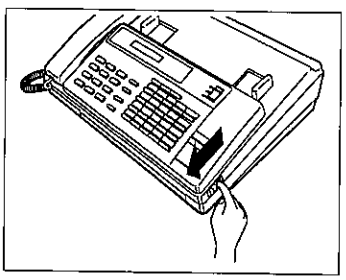


E. CLEANING THE READING GLASS

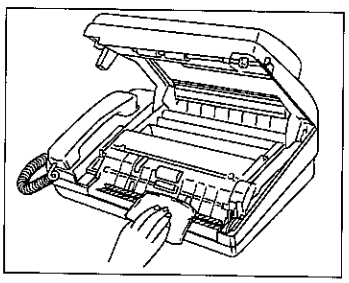
If the reading glass is dirty, the quality of the transmitted image and copy becomes degraded.
Clean these parts frequently with the following procedure.

Procedure:

1. Set the Power Switch to the "OFF" position. Then pull the operation panel open knob and open the operation panel.

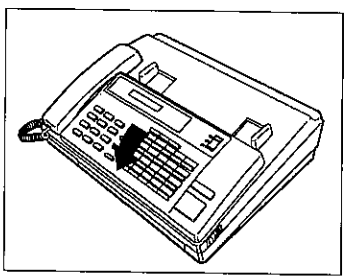


2. Wipe clean the reading glass (document sensor) with a cotton bud or soft cloth.



3. Close the operation panel by gently pushing down on the center.

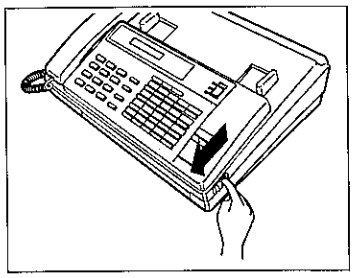
   Set the Power Switch to the "ON" position.



F. CLEANING THE RECORDING HEAD

A clean recording head will help your facsimile unit deliver optimum printing performance. Sometimes paper dust on the head may cause problems in reproduction. To avoid this, clean the head frequently with the following procedure.

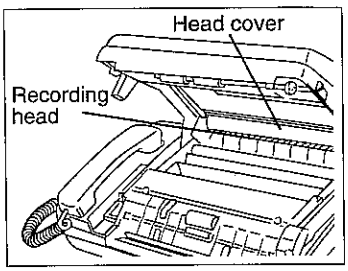
1. Set the Power Switch to the "OFF" position. Then pull the operation panel open knob and open the operation panel.



2. Wipe the recording head clean and head cover (top glass strip) with a soft cloth dampened with ethyl alcohol or denatured - Do not use isopropyl alcohol (Rubbing).

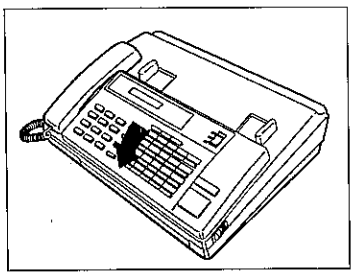
   NOTE:

   - Never use benzene or paint thinner. Avoid touching the recording head with a hard object.
   - Use caution when cleaning the recording head, as it may be hot after receiving several documents.



3. Close the operation panel by gently pushing down on the center.

   Set the Power Switch to the "ON" position.



14. TROUBLESHOOTING

A. GENERAL CORRECTIVE MEASURES

If the machine fails to work properly, check for the problem below and follow the indicated instructions. To also help pinpoint the problem, refer to the display for any message, listen for a particular alarm or refer to the Transaction Report if printed.

Problem	Check and Remedy
Machine will not respond to any key operation.	• If a beeping sound (input signal or error signal) is not produced by pushing any keys, switch off the power once and turn back on several seconds later.
Automatic document feed is disabled (in transmitting or copying).	• Check document size. (Refer to "PREPARING FOR TRANSMISSION" on p. 45)
Dialing is impossible.	• Make sure that the power is on during dialing or redialing. • Make sure that the telephone line cord is properly connected to the "TEL. LINE" jack. • Check if the DIAL switch on the left side of the machine is properly set (to Pulse (P) or Touch tone (T) dialing). See p. 18.
No printing at the remote receiving end.	• Make sure that documents for transmission are set face down in your facsimile unit. • Make sure that the paper roll is properly loaded in the remote receiving unit.
Power is on, but no transmission.	• Check the remote receiving unit for proper paper supply level. • See if the remote receiving unit is in the manual receive mode without an attendant. • When the remote receiving unit is of another make, make certain that it is CCITT G3 compatible.

Problem	Check and Remedy
Transmitted image is distorted (at the remote receiving end)	If electrical interference on the telephone line is present, images may be distorted due to noise. Try transmitting the document again. • Make sure that the proper resolution (standard, fine or half-tone) for the document is selected with the **RESOLUTION** key. • Make a copy of a transmitted document on your facsimile unit and check quality. (Refer to "COPY FUNCTION" on p. 51). If the copy image is also distorted, your unit may have a problem.
No printing on the received copy.	• Make sure that the paper roll is properly loaded in your facsimile unit. (Refer to "Replacing the Recording Paper" on p. 86.) • Make sure that the transmitted documents are loaded face down in the remote unit (transmitting side).
Recording paper will not come out.	• Open the Operation panel and check to make sure that the paper is not jammed. (Refer to "Clearing a Recording Paper Jam" on p. 96.)
Low contrast with a received image.	• Make sure that the recording paper as specified for your facsimile unit is used. A non-Sharp brand paper may not be made to the proper sensitivity requirements of the fax unit. (See "Recommended Thermal Recording Paper" on p. 85.) • Call the transmitting side and ask them to transmit higher contrast documents. If the received image still has low contrast, your unit may have a problem. Make a copy (refer to p. 51)to check your machine.
Received image is distorted.	• If electrical interference on the telephone line is present, images may be distorted due to noise. Call the transmitting side and ask them to transmit the document again. • Make a copy of another document on your facsimile unit. (Refer to "Copy Function" on p. 51.) If the images are still distorted, your unit may have a problem.

Problem	Check and Remedy
Copied images are distorted.	• Make sure that the paper roll is properly loaded in your facsimile unit. (Refer to "Replacing the Recording Paper" on p. 86.) • Make sure that the recording paper specified for your facsimile unit is used. A non-Sharp brand paper may not be made to proper sensitivity requirements of the fax unit. (Refer to "Recommended Thermal Recording Paper" on p. 85.) • When the copied images are extraordinarily distorted, make a copy of another document for comparison. If the image of the other document is also distorted, your unit may have a problem.
Reception/copying is discontinued.	• Recording head overheating function may stop the operation if reception or coping goes on for many hours. In this case, switch off the power and let the machine cool down.

B. LCD MESSAGES

When any of the following messages are displayed on the LCD, check the corresponding meanings.

Display	Meaning
** STAND-BY **	Normal standby state
TOTAL PAGE(S) 01	Number of pages transmitted or received.
NO PAPER	Recording paper has run out. • Replace the recording paper roll. (See p. 86)
COVER OPEN	The operation panel is open. Close the operation panel.
DOCUMENT JAM	The document still remains in the document feeder after transmission or copying has stopped. • Remove the document. (See p. 95)
E	Full transmission/reception has not been made normally. Try transmission/reception again.
FUNCTION MODE	Function mode
STORED	Programming is completed.
ON HOOK DIAL	The handset is on hook.
SEND READY	After placing document in feeder, unit is waiting for transmission instructions.
RECALLING MODE 1	The number dialed was busy, the unit is in a recalling mode. (See p. 40 and p. 41)

C. AUDIBLE ALARMS

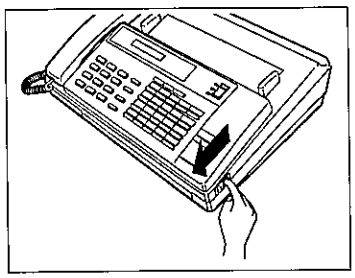
Type of Alarm		Duration of Alarm	Meaning
Continuous tone		1 second	Indicates the end of transmission, reception, or copying.
		3 seconds	Indicates incomplete transmission reception or copying.
Intermittent tone	0.7 second ON, 0.3 second OFF	Continuous*	Indicates that the telephone handset is off the holder. • Hang-up the handset or press the **STOP** key.

*If the condition occurs perform any of the following operations.
- Hook the telephone handset.
- Press the **STOP** key.

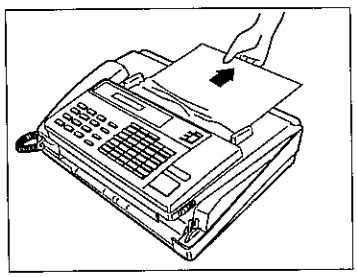
D. CLEARING AN ORIGINAL DOCUMENT JAM

If the document does not feed completely through the machine during transmission or copying, or when the operation stops, the document may be jammed. Press the **START/COPY** key first. If the document does not feed out, remove the document with the following procedure.

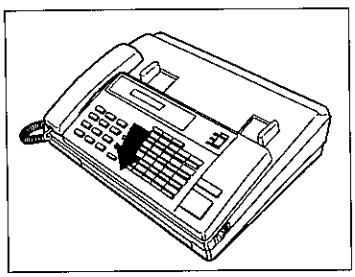
1. Pull the operation panel open knob and open the operation panel. The buzzer will sound for 5 seconds.



2. Pull out the jammed document gently.



3. Close the operation panel by gently pushing down on the center.

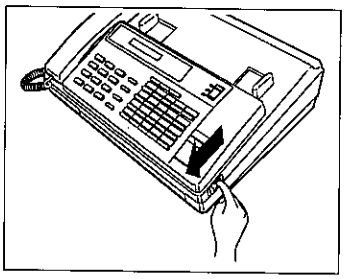


NOTE:
Since improper loading of the document may result in a document jam, take care when loading documents.

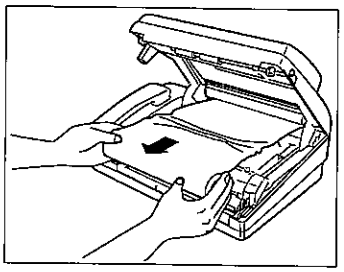
E. CLEARING A RECORDING PAPER JAM

If the recording paper does not feed properly through the machine, a jam may have occured. Remove the jammed paper using the following procedure.

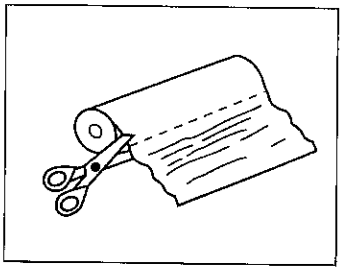
1. Pull the operation panel open knob and open the operation panel. The buzzer will sound for 5 seconds.



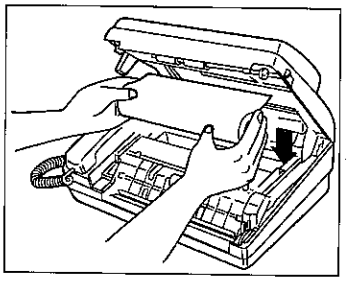
2. Remove the paper roll.



3. Cut off the jammed and crushed portion of the paper.



4. Reload the recording paper roll into the machine following the correct procedure. (See "Replacing the recording paper", p. 86.)



NOTE:

Since improper loading of the recording paper may result in a paper jam, take care to insure paper loading is correct.

F. COMMUNICATION ERROR CODE REFERENCE TABLE

The following codes may appear in the "NOTE" column of the Transaction Report. Refer to the appropriate table, based upon whether your machine was sending or receiving.

Transmission

Code	Error Condition
COM. E-0	Able to recognize handshake signal, but the handshake signal has errors.
1	Cannot recognize the handshake signal from the receiver side.
2	Line disconnected during transmission.
3	Line disconnected after modem speed fall-back.
4	Line disconnected during transmission of multi-page.
6	Cannot recognize the handshake signal for next page at receiver side.
7	No response from receiver side or "disconnect signal" is received at transmitter side.

Reception

Code	Error Condition
COM. E-0	Able to recognize handshake signal, but the handshake signal has errors.
1	Line disconnected during reception.
2	Cannot recognize the handshake signal from the transmitter side.
3	Cannot recognize the last handshake signal from the transmitter side.
4	Cannot recognize the handshake signal for next page from the transmitter side in the case of mode change.
5	Cannot recognize the handshake signal for next page from the transmitter side.
7	No response from transmitter or "disconnect signal" is received at receiver side.